

The Urban League of Metropolitan St. Louis

**Requests Proposals for Design Services
for the Renovation & Interior Build Project**

for

**The St. Louis African American
Arts & History Cultural Center,
St. Louis, Missouri**

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Part One: General Conditions

1.1 Overview

This Request for Proposal (RFP) is issued by the Urban League of St. Louis, Missouri for Architecture/ Engineering, and Exhibition Design for the interior build-out of a new cultural center inside of the Urban League's headquarters facility. The RFP process consist of three parts:

- Mandatory Site Meeting
- Submission of Proposal
- Interview

An RFP Process will result in a list of teams. Only teams which have been shortlisted as a result of the RFP process may submit a response to the call for proposals and attend an interview. The list of teams (as identified by the lead firm) will be invited to present proposals and participate in an interview process.

1.2 Project Description and Goals

The African American Cultural Center will be a cultural arts jewel within St. Louis' African American community. It will aim to promote an appreciation and awareness for the culture and history of St. Louis African Americans through art exhibits, literature, music, storytelling, and special programs.

To be located at 1408 North Kingshighway at the Urban League Headquarters facility. The center will showcase exhibits and artwork created by regional African American artists, and provide a venue for local poets, musicians, and published writers, as well as community and education space. The Cultural Center will be 15,000 square feet, consisting of: a meeting space, facility rental space, changing or static exhibition space, and a library or learning center and perhaps auditorium or performing space.

Background

The Urban League of Metropolitan St. Louis will house the St. Louis African American Arts & History Cultural Center, which was formerly the Vaughn Cultural Center. The new Center will be in the middle of the new cultural district in the historic Kingshighway/Academy Sherman Neighborhood. In addition to being a space that will encourage engagement from black creatives, there will also be educational and training sessions for residents and will allow opportunities for all to experience Black art and culture.

Project Goals

The primary goals of the new cultural center are to:

- Educate and display regional contributions of African Americans to the rich art, history and culture of the St. Louis region.
- Serve as a critical resource for visual and performing artists as well as a gathering place and safe space for civic engagement.

Making the C.A.S.E.

A strong CASE for the center can be made based on four actions in which the center will become involved.

Communicate – The center will communicate some of the robust historical accomplishments of African Americans in the St. Louis region; particularly in visual and performing arts. It will also encourage and provide space for the creative class (up-and-coming artists) to work and publicly display their art.

Attract and Activate – While the center will be used by regional residents, it could also become a destination for visitors coming into the city and can be added to the portfolio of attractions that visitors should include on their itineraries while in the area. Further, the center will be activated by interactive displays and performances that will be held there.

Showcase – The center could also showcase the accomplishments of St. Louis natives, through static and changing exhibits.

Educate – The center should be recognized as a place of lifelong learning. It should have well established partnerships with businesses that can provide resources for people to conduct

workshops, seminars, and training sessions on issues that are important to drive economic mobility.

1.3 St. Louis African American Arts & History Cultural Center Review Panel

A special Review Panel will be assembled to review the RFPs submitted. The members of the Review Panel will consist of representatives from:

- Kwame Building Group
- The Urban League of Metropolitan St. Louis
- The regional arts commission
- A local arts museum
- A representative from Trust Marketing

In the event of illness or other circumstances beyond the control of the Review Panel or the individual member, the Review Panel shall consist of those remaining who participate in the review and deliberation process, along with any replacement.

Applicants are advised that they are not to contact or lobby members of the SAAAHCC Review Panel regarding the competition and team selection process.

1.4 Rights of the SAAAHCC Review Panel

The St. Louis African American Arts & History Cultural Center Review Panel will:

- Receive and review the submitted RFP's.
- Make the final selection decision..

In the reviewing the materials submitted, the SAAAHCC Review Panel reserves the right, at its discretion to:

1. Waive any informality or irregularity in the submissions received.
2. Disregard the failure of any applicant to address a specific issue or issues requested to be addressed in this document.
3. Change the competition schedule upon a notice to the respondents. A 10-day notice will be given.
4. Revise or modify the competition process upon notice to the respondents. A 10-day notice will be given.
5. Consider each submission in its entirety, including its analysis of any interviews.
6. Propose changes in team members to any applicant.
7. Reject any or all submissions or respondents at any time with a stated reason for such action.
8. Terminate the process at any time, if the termination is deemed to be in the best interest of the project and the St. Louis Metropolitan Urban League.

1.5 Urban League's Concept Overview

The Urban League's Concept Overview of the St. Louis African American Arts & History Cultural Center is the first component toward the actualization of the Center's new vision; that will involve the completion of the renovation and reorganization of space throughout the site and center facilities.

The Urban League's Overview is appended to this RFP and is intended to be an integral part of this document. The purpose of this Urban League project is:

- To create a vibrant place that serves as the epicenter of St. Louis arts, history and culture.
- To provide a strong community asset, that educates, enriches and exposes audiences to a broad range of cultural experiences.
- To create a cohesive center that seamlessly blends into Urban League Headquarters.
- To provide a space within which new development opportunities can be

realized. The overview will be used:

1. To provide guidance and direction on all functional aspects of the SAAAHCC
2. To ensure that visitors are able to appreciate the entire Center.
3. To ensure the SAAAHCC meets the requirement of visitors, special events, and the many functions of the SAAAHCC, from family visits to school visits to training to entertainment rentals.
4. To ensure that the center meets building standards and qualifies for federal grants and insurance indemnification where applicable.
5. As a reference document by the SAAAHCC, and selected exhibition designer + architect/engineer team and other consultants throughout the redesign and construction phases.
6. As a tool for the SAAAHCC to control costs in the renovation and construction process.

The overview reviews current space use and presents ideas and discussion points for the space requirements for public programs, functional area suggestions, preliminary space requirements.

The top priorities for the renovation include:

- Create a design that fits in the 15,000 sq ft space including: meeting space, facility rental space, changing or static exhibition place, a library or learning center, and possibly performing space.
- Redesign of space of existing escalators post demolition.

The material contained within this document illustrates a general concept and is intended to provide a basis for exhibition and architecture/engineering design, but in no way should it limit the creative response of the teams.

Part Two

Scope of Services: Renovation + Architecture/Engineering Design-Build

2.1 Introduction

The St. Louis African American Arts & History Cultural Center is seeking proposals for a design and build process for both design and architecture/engineering. This is a complete project that combines the renovation of the building as required. The selected team will have exclusive rights to negotiate a professional service agreement with the Urban League of Metropolitan St. Louis, to provide design services and architecture/engineering services. It is the aim of the SAAAHCC to enter into a contractual relationship with the Lead Design Firm.

Any team wishing to be considered for a contract to work with the SAAAHCC agrees to assemble, manage and administer a design-build process that includes renovations to the building. Those teams that did not identify a General Contractor to complete the renovation work understands that they will be responsible for contracting and administering this work. Please note that site visit and interview attendance costs are at the expense of the proponent. All subcontractors will be engaged at the approval of the St. Louis Metropolitan Urban League.

The process to select the team will be overseen by the SAAAHCC Review Panel. The shortlisted teams will prepare a response to this request for proposals including a detailed methodology, schedule, and budget. These teams will then be required to attend a 1-hour interview with the SAAAHCC Review Panel in St. Louis.

2.2 Detailed Scope of Services

This section describes the areas of responsibility for designers, architects, fabricators, general contractors and other suppliers. The lead proponent will act as the primary point of contact and liaison between the SAAAHCC and project team. The lead firm will be responsible for quality control of all products and services provided and ensuring that all deliverables are achieved within budget, on time, and according to all contact requirements. The services can be divided into the following categories:

Renovation/ Design & Build

The respondent should provide clear methodology for the renovation and design build process which should include, but would not be limited to, the following:.

- Detailed conceptual overview and plan in consultation with the client
- Design – concept, schematic, detailed and construction drawings. During the concept schematic and detailed design stage it is anticipated that the designers will provide colorful renderings suitable for publication.

- Case Layouts
- Artifact mounts and specification
- Graphic design -specification & artwork ready for production
- Lighting
- Mechanical and Electrical
- Millworks, countertops, substrates, etc
- Flooring
- Materials and Finishes
- Content Development (historically accurate and authentic)
 - Research Priorities
 - Panel and label text
 - Photo research and licensing (with copyright details)
 - Images and Illustrations
 - References and research for production of special exhibits such as models, dioramas, hands-on and other non-media-based interactives.
- Multimedia and Show Development (*optional or as needed, depending on concept*)
 - Research content and develop scripts for all multimedia and theater productions. Content and scripts must be coordinated with the Center research team to ensure that the producer's work is accurate.
 - Program and show direction.
 - Scripting and storyboarding
 - Computer graphic design, special F/X, and production of animations and artworks
 - Pre and postproduction activities
 - Prepare rough cuts and prototypes for approval prior to final editing.
 - Soundtrack production, original music composition and recording, and narration as required.
 - Complete handover of master tapes of final and working material, copyright-free to the museum
 - Supervision of on-site installation and programming
 - Hardware and show control software specification, coordination and procurement – Detailed shop drawings (including rack systems and positioning), parts list and active component cut sheets must be supplied to the Center for approval prior to fabrication or purchase of each piece of equipment. The equipment sourced must be of industrial standard to ensure long-term reliability with minimal maintenance. The equipment specified must have the capability to be sourced locally such that, in the event of failure, parts or replacements are easily obtainable. All hardware systems must be submitted to the client for review prior to procurement and programming.
 - Clearance and regulations – obtain releases, licenses, permits and other authorization to use photography, copyright materials, artwork or any other property or rights belonging to third parties. The multimedia/show production team will work with the Center research team to coordinate these issues. All final products will be submitted to the client who will become the owner of the final productions.

- Hands-on and other non-media-based interactives.
- Special exhibits such as models, dioramas and special effects
- Shipping, Prototyping, Fabrication, Installation and Testing
 - All exhibits to be completed at least 3 weeks before opening (soft opening to allow testing and punch list)
- Operation and Maintenance Manuals (including training if necessary)
- Provision of warranties
- Costing and Budgeting
- All works related to design and fabrication of the exhibition.

As-Built Drawings

One of the final deliverables will be a set of “as-built” manuals produced by the selected team. These reference manuals (or notebooks) to be used by SAAAHCC staff will provide detailed information on each component of the full exhibition content including user and maintenance manuals. Complete references on the sources of all artifacts, images, recreated elements, with clearly articulated copyright licenses are required. *For A/V programs, complete shot lists with detailed source and copyright license info shall be provided.*

Architecture/Design and Build

The architectural works include but are not limited to the following. The respondent should provide a clear methodology for providing services.

- Phase I- The selected firm works in consultation with the client to clarify needs & concept.
- Phase II - Design Development– concept/schematic drawings followed by detailed and construction drawings.
- Phase III - Construction phase (coordinated with the exhibit fabrication and installation)
 - Bidding of all subcontracts
 - The Prime Contractor will hold all contracts with sub-contractors.
 - Supervision of on-site construction and finishing work
 - Hardware and software specification, coordination and procurement – Detailed shop drawings (including rack systems and positioning), parts list and active component cut sheets must be supplied to the Center for approval prior to fabrication or purchase of each piece of equipment. The equipment sourced must be of industrial standard to ensure long-term reliability with minimal maintenance. The equipment specified must have the capability to be sourced locally such that, in the event of a failure, parts or replacements are easily obtainable. All hardware systems must be submitted to the client for review prior to procurement and programming.
 - Clearances and regulations – obtain releases, licenses, permits and other authorization as required.
- Shipping, Prototyping, Fabrication, Installation and Testing

- All works to be completed at least 3 months before opening to allow for completion of installation of all exhibits by 3 weeks prior to opening day (soft opening to allow testing and punch list)
- Operation and Maintenance Manuals (including training if necessary)
- Provision of Warranties
- All works related to completion of the renovations.

The team will provide the Urban League of Metropolitan St. Louis with a set of “as-built” drawings at the end of the project.

Project Management

Since this is a design/build process for renovation and architecture, the project management is critical. The Lead Firm is accountable for all aspects of the project. and must identify a project manager to serve as the liaison from your organization. The Urban League of Metropolitan St. Louis and Kwame Building Group are the project managers on the client side to lead the work. The Lead Firm will illustrate in the methodology how the project will be managed, including all general contracting as required.

Throughout the entire process the Lead Firm must provide budget and schedule control. At key phases in the project, the Lead Firm must provide costing and budgeting for the project. As well, the overall schedule must be maintained and updated on a regular basis.

The respondent is to provide a clear methodology for the project management process.

An Integrated and Collaborative Process

The SAAAHCC desires to enter into a collaborative process with the design and build team. The respondents are required to illustrate how the team will incorporate the client in the process and how the review and approval process will be managed.

The design and build process is an integrated process. The collaboration between the designer, architects and construction teams will allow for a more harmonious project in which design and architecture respond to each other. As well, by having the suppliers also on board, the budget, schedule and quality can be more tightly controlled. The integration also ensures that contractors and suppliers are properly scheduled during on-site works and installation. All work will be carefully coordinated.

Part Three:

Selection Process

3.1 Selection Process

We strongly encourage participation by minority and women business at the local level.

The selection process consists of three parts:

- Mandatory Site Meeting
- Submission of Proposal
- Interview

As previously noted, proponents are responsible for all costs related to site visits and interview attendance.

Task	Due Date
Confirm list of participants for RFP distribution – by Email to asimmons@kwamebuildinggroup.com , mmclain@kwamebuildinggroup.com	9/25/23
Distribute RFP	9/28/23
RFP Candidates submit questions about RFP/Project	10/05/23
RFP Responses to questions if any	10/12/23
RFP Proposals Submitted from firms	10/20/23
Review/Screening of Proposals/Narrow to finalists	10/23-10/25
Site Visits Scheduled	10/23-11/3
Firm Select	Week of 11/6-11/10

The following contact information is provided for communication and submission of proposal:

Kwame Building Group, Inc

Construction Management

St. Louis African American Arts & History Cultural Center

1204 Washington Ave, Unit 200 St. Louis, MO 63103

Email

3.2 Form of Submission

1. Cover Letter

2. Financial & Legal – Lead firm to provide information about the first legal name and owners. Additional information regarding Lead Firm’s solvency including information regarding insurance coverage and letter from a bank that proves solvency, along with a balance sheet.

- Firm's Legal Name, Address, Telephone, Fax Numbers, E-mail address
- Year founded
- Type of ownership
- Name, Titles and Percentage of Ownership
- Bank Names
- Financial and Legal Conditions - Has the firm ever declared bankruptcy? Please append a copy of the firm's recent audit and financial statements. Please indicate your firm's Insurance coverage.

3. Team - Identify Lead Firm and All sub-consultants

- Roles
- Percentage of Principal's time dedicated to the project
- Two Organization Charts: 1 for the overall team (firms) and 1 for the key personnel clearly identifying the project manager
- Company Profiles - supplied in an appendix
- Personnel CVs - supplied in an appendix. Note that the Project Manager assigned to the project must be clearly identified.

4. Methodology - Provide a complete methodology and work plan for carrying out all aspects of the scope of work. Methodology to include:

- Universal Design
- Design Build Commitment
- Experience and approach in Renovation Projects
- Consideration of maintenance costs

5. Key Question #1: Describe how you will project manage this project? Identify the role of key personnel.

6. Key Question #2: Describe three cultural design projects in which you were engaged.

7. Key Question #3: Describe three media and/or interactive projects in which you have been engaged.

- 8. Key Question #4; Describe how you will collaborate and involve the St. Louis Urban League in this design build process
- 9. Schedule - Provide a concise schedule for completing the work, identifying key deliverables, approvals and milestones according to your methodology. Team must also provide:
 - A list of other projects on their schedule to determine workload capabilities
- 10. Fee Schedule - identify the total fee to complete the installation and commissioning of the Design-Build project renovation and provide a breakdown of fees and expenses by company, key deliverables and products according to your methodology and team structure for all of the disciplines required to complete the work.

3.3 Team Evaluation and Selection Criteria

Proposals will be evaluated according to the quality of the submission and the team's response to the particular needs of this project as a design and build process for the renovation of exhibits and architecture.

Selection Criteria	Percentage of Scale
Quality of Proposal	10%
Response to Key Questions	5%
Team Organization/Minority Participation	15%
Methodology	10%
Schedule	10%
Budget	25%
Interview	25%
Total	100%

3.4 Questions and Communication

For clarification on any aspect of this RFP you are invited to direct inquiries, in writing only, by mail or facsimile or e-mail to:

Kwame Building Group, Inc
 Construction Management
 1204 Washington Ave, Unit 200 St. Louis, MO 63103

Asimmons@kwamebuildinggroup.com
Mmclain@kwamebuildinggroup.com

