

**The Urban League of Metropolitan St. Louis**

**Requests Proposals for FURNISHINGS for the Urban League –  
Dellwood Senior Housing Project**

**for**

**Urban League Senior Housing Project – Dellwood Senior  
St. Louis, Missouri**

**Issue Date: October 19, 2023**

**Submission Date: November 3, 2023**

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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 FURNISHINGS for the Urban League- Dellwood Senior Housing Project. The RFP process consist of two parts:

- Any Site Meeting Coordination Needed – Week of Oct 23rd
- Submission of Proposal

### **1.2 Project Description**

Urban League Senior Housing at Dellwood (the “Development” or the “Project”) will consist of a 44-unit mixed income, senior (62 +) apartment community located in Dellwood, Missouri (St. Louis County). The Project consists of a three-story brick and fiber cement building that will include 40 one- bedroom and 4 two-bedroom units. The Project site is located at 9947 W. Florissant Avenue in Dellwood, Missouri and located in the “West Florissant Corridor” of Dellwood. Amenities included in the design are a senior citizen community center, as well as in-unit laundry. Exterior amenities include free parking, enhanced security features and an on-site management company.

## **Part Two**

Scope of Services: FURNISHINGS on the Dellwood Senior Housing Project

### **2.1 Introduction**

### **2.2 Detailed Scope of Services**

Furnishings: Design and provide adequate furnishings for an overall inviting environment for the apartments and the community center. This includes all common areas including corridors, offices, community computer space. This includes furniture, tables, desks, worksurfaces, wall art, chairs, etc.

**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:

- Site Meeting if needed
- Submission of Proposal
- Review and Selection of Subcontractor

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

<b>Task</b>	<b>Due Date</b>
Distribute RFP	10/19/23
RFP Candidates submit questions about RFP/Project	10/27/23
RFP Responses to questions if any	10/31/23
RFP Proposals Submitted from firms	11/03/23
Review/Screening of Proposals/Narrow to finalists	11/03-11/7
Site Visit if needed	10/23-10/27
Firm Select	11/8/23

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

Gardner Capital /Construction Management

Cory Pritchard

[cpritchard@gardnercapital.com](mailto:cpritchard@gardnercapital.com)

### 3.2 Form of Submission

- Cover Letter
- Detailed Proposal
- Mobilization Date
- Projected Schedule
- Detailed bid – expected to be turnkey

### 3.3 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/

Selection Criteria	Percentage of Scale
Quality of Proposal	25%
Team Organization/Minority Participation	25%
Schedule	25%
Budget	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:

Gardner Capital

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