

The Urban League of Metropolitan St. Louis

**Requests Proposals for REMOVAL OF AUTOZONE SIGN 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

Table of Contents

Part One: General Conditions

1.1 Overview

1.2 Project Description

Part Two: Scope of Services

2.1 Introduction

2.2 Scope of Services

Part Three: Selection Process & Schedule

3.1 Selection Process & Schedule

3.2 Form of Submission

3.3 Selection Criteria

3.4 Questions, Conditions and Communication

Part One: General Conditions

1.1 Overview

This Request for Proposal (RFP) is issued by the Urban League of St. Louis, Missouri for REMOVAL OF AUTOZONE SIGN 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: REMOVAL OF AUTOZONE SIGN on the Dellwood Senior Housing Project

2.1 Introduction

2.2 Detailed Scope of Services

Removal of AutoZone Sign: Provide all labor, equipment, and tools to remove the previous property sign and footing minimum 1’ below grade. Contractor to provide dumpsters or trucks for haul away as desired. Contractor must take all precautions to not damage newly installed asphalt, concrete curb and sidewalk. Any damage to these areas or landscape plantings is to be returned to its original state.

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.

Task	Due Date
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

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:

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