

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

**Requests Proposals for WIFI 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 WIFI 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: WIFI on the Dellwood Senior Housing Project

### **2.1 Introduction**

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

WIFI: Provide adequate WIFI coverage to all common areas throughout the building.

## 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](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/

| <b>Selection Criteria</b>                | <b>Percentage of Scale</b> |
|--|----------------------------|
| 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

8000 Maryland, Suite 1300

Clayton, MO 63105

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