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REQUEST FOR QUALIFICATIONS

St. Louis Riverfront Master Plan

Issue Date: February 3, 2005

Submittal Due Date: 3:00 PM local time, March 14, 2005

Submittal Location: The Great Rivers Greenway District
1000 St. Louis Union Station, Suite 102
St. Louis, MO 63103
Attn: David Fisher, Executive Director

An optional pre-submittal meeting will be held at 10:00AM February 17, 2005 at the offices of Great Rivers Greenway.

All requests for information related to this RFQ should be directed via mail, fax or email to:

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Introduction

The Great Rivers Greenway District is soliciting Requests for Qualifications (RFQ) from consultants or teams of consultants to prepare a St. Louis, Missouri Riverfront Master Plan (the Plan). The Plan will provide major stakeholders with a framework to implement phased development of the St Louis Riverfront over the next ten (10) years.

Background on the Great Rivers Greenway District

The Great Rivers Greenway District was established in November 2000 by the successful passage of the Clean Water, Safe Parks, and Community Trails Initiative (“Proposition C”) in St. Louis City, St. Louis County, and St. Charles County, Missouri. Great Rivers Greenway is funded by a 1/10th of 1 cent sales tax that generates approximately \$10 million annually.

Great Rivers Greenway (GRG) is spearheading the development of The River Ring, an unprecedented long-term project that is expected to reshape the St. Louis region. The River Ring is an interconnected system of greenways, parks and trails that will encircle the region and the three jurisdictions comprising the district. GRG also collaborates with its counterpart in Illinois, the Metro East Park and Recreation District in Madison and St. Clair counties.

The concept of The River Ring was the outcome of a ten-month citizen-driven planning process, which resulted in the document, *Building The River Ring: A Citizen-Driven Regional Plan* (regional plan). The regional plan places a major emphasis on how greenways, parks, and trails influence the economic health of a community, the social well-being of its citizens, and how they protect and enhance the natural environment. The regional plan is not a conceptual design plan, but focuses on broad-based policy decisions and implementation strategies. The summary of the regional plan is available on the district’s website: www.greatrivers.info

Background on the Plan’s Steering and Advisory Committees

The Mississippi River was identified in GRG’s regional plan as a major greenway corridor with emphasis placed on the St. Louis Downtown Riverfront.

GRG is providing funding for the Plan and is the lead agency on the project. The project is a partnership with the City of St. Louis; the National Park Service Jefferson National Expansion Memorial (the Memorial) whose centerpiece is the Gateway Arch (the Arch); Downtown Now! a public/private partnership dedicated to the revitalization of Downtown St. Louis; and Metro (the region’s public transit agency), which operates the transportation system that takes visitors to the top of the Arch and operates two public excursion boats off of the riverfront adjacent to the Memorial. These public and private organizations will constitute a steering committee with GRG during the planning process.

A larger stakeholder group, called the Riverfront Advisory Committee (RAC) will be organized and established by the steering committee and will include members of the steering committee in addition to public, private and non-profit organizations which have jurisdictional authority within the planning area or are considered key regional stakeholders. The Army Corps of Engineers and the Coast Guard, both of which are active in the regulation of the Mississippi River, will be important members of the RAC.

Background on St. Louis Riverfront Activities

Located along the Mississippi River, the St. Louis Downtown Riverfront is the region's primary connection to the city's origin in 1764 and the existing riverfront design between the Eads and Poplar Street bridges was completed in the mid 1980s. The existing conditions along the Riverfront limit appropriate civic space for public use as now envisioned by various public, private and non-profit organizations.

In 1999, the City of St. Louis' "Downtown Development Action Plan" (Action Plan) was completed and adopted by the City of St. Louis Planning Commission as the official plan for redeveloping Downtown St. Louis. The Action Plan provides a framework for redevelopment in four focus areas in Downtown, including the Gateway Mall and Arch Grounds District. Specific improvements to the riverfront are not prescribed in the Action Plan; however, the Action Plan does recognize the need to make improvements to the riverfront that will enhance its features as a public space and improve its physical and symbolic connection to the Mississippi River and Downtown St. Louis. This need to improve the Downtown St. Louis Riverfront was identified in the public engagement process that was part of the Action Plan's development. The Action Plan can be reviewed online at www.downtownnow.org

In 2001, a conceptual riverfront master plan was developed to examine the riverfront between the Eads and Poplar Street bridges. The plan identified a range of improvement options that included implementation of the grand staircase as envisioned by the Gateway Arch designer, Eero Saarinen. The grand staircase is located immediately east of the base of the Arch and was completed in 2003.

Other proposed improvements in the 2001 conceptual plan for the riverfront were not implemented since the conceptual master plan did not proceed to the formal adoption process by the City of St. Louis. However, the plan identified a range of riverfront improvements that were recommended for refinement and implementation, including, but not limited to, street treatments, landscaping, water features and a boardwalk. The 2001 conceptual riverfront master plan is available upon request to GRG.

Another project/proposal adjacent to the project area for this RFQ focuses on improving the connection between the Arch Grounds/Riverfront and the rest of Downtown St. Louis. Called the Arch Grounds Connector, this project developed a conceptual design working with public and private stakeholders. In 2003, a final concept plan was selected for further refinement and development, and funding is currently being sought to advance the plan to a feasibility study that will include preliminary design. The Arch Ground Connector project is not within the scope of services of this RFQ, but the selected consultants will need to understand the project due to its overall importance to any projects identified on the riverfront.

Goal and Objectives of the St. Louis Riverfront Master Plan

The goal for this project is to produce a definitive design for the St. Louis Downtown Riverfront that will, when implemented, position this Riverfront as a nationally recognized destination showcasing the Mississippi River and St. Louis. The selected consultant will be expected to produce this design, and conduct the public engagement process necessary to ensure that the design can proceed from the concept stage through design development to the implementation stage with the consensus of stakeholders and general public firmly in place.

In designing this nationally recognized destination, the consultant will be expected to successfully address the following objectives: (not necessarily ranked by importance or priority)

- Create a new space/experience that is inviting, attractive and vibrant to make the riverfront its own destination.
- Showcase the history and importance of the Mississippi River to St. Louis and America.
- Provide the nearly 4 million annual visitors to the Arch with an opportunity for experiencing the Mississippi River in close proximity to an attractive and comfortable environment, preferably with both refreshment and relaxation settings.
- Establish the riverfront as a major interconnected greenway within The River Ring.
- Create an environment for future public and private development and investment opportunities, such as new restaurant / concessions, commerce or retail space.
- Safely integrate pedestrians, automobiles, bicycles and other forms of transportation in a compatible way.
- Strengthen the shared connectivity comprised by the Memorial, the historic Laclede's Landing district to the north and the Chouteau's Landing district to the south.
- Accommodate the average daily attendance and infrastructure for major civic events, such as Fair St. Louis (held on the Fourth of July holiday attracting 1 million attendees over a three-day period), as easily as it can accommodate average daily attendance at the Arch Grounds on a normal operating day.
- Provide an appropriate setting for large performance events, such as concerts and include appropriate mechanisms for readily altering any new configuration for such events with a minimum of disruption.
- Incorporate the Eads Bridge as a public event venue in conjunction with the riverfront by improving the bicycle and pedestrian connections between the riverfront and the Eads Bridge.
- Extend the existing Riverfront Trail from Biddle Street to Chouteau Avenue, incorporating appropriate signage and coordination with Bike St. Louis.
- Evaluate the long-term placement of river-based operations within the planning area including but not limited to existing and proposed excursion and entertainment boats.
- Respect, rather than infringe, upon the design and federal designation of the Arch and Memorial.
- Address all applicable requirements of the Americans with Disabilities Act.

- Recognize and accommodate the varying water levels in the Mississippi River at various times of the year.

Implementation is a key component of this plan. The engagement of a variety of parties and organizations, including those from both the public and private sectors, is essential to ensuring that implementation can be readily achieved. The consultant will be expected to successfully design and conduct the engagement process and ensure that consensus is achieved so that implementation can move forward.

The project area and overall design focus of the St. Louis Riverfront Master Plan will identify a series of riverfront improvements within an area defined by: Leonor K. Sullivan Boulevard on the west; the middle of the Mississippi River on the east; Biddle Street on the north; and Chouteau Avenue on the south. The area between the Eads and Poplar Street bridges will be the primary focus of the engagement, referred to as Phase I. The consultant will be expected to produce a design for acceptable and attractive linkages between this central riverfront focus area and the outer boundaries of the project area referred to as Phase II. Phase I and II are further discussed below.

A comprehensive approach to the riverfront will require the consultant team to include an overall planning area that successfully accommodates adjacent projects, existing and currently in development or pre-development, without disruption to such projects, as well as on-going overall planning efforts in Missouri and Illinois as they relate to the future riverfront improvements. Reconnecting Downtown St. Louis to its natural, historic and cultural resource, the Mississippi River, and balancing the needs of all users including residents, workers and tourists is critical.

The selected consultant team will examine and consider the various alternatives recommended in the 2001 conceptual riverfront master plan and identify Phase I projects for future construction on the riverfront between the Eads and Poplar Street bridges. The selected consultants shall develop Phase I design plans to the schematic/design level (25% construction drawings) to determine design details and the final look of the project as well as develop construction costs based on St. Louis market rates for labor and materials.

The Phase II project area is in two sections of Leonor K. Sullivan Boulevard and the riverfront. The first section is bound by the Eads Bridge north to Biddle Street. The second section is bound by the Poplar Street Bridge south to Chouteau Avenue. For Phase II, the design should progress to design development drawings with cost estimates. As indicated above, the design for these Phase II sections must successfully accommodate adjacent projects, existing and currently in development or pre-development, without disruption to such projects.

Great Rivers Greenway Planning Goals

GRG has identified several goals for planning and design of greenway projects throughout the St. Louis region. While every project is unique with a variety of existing conditions, expected outcomes and political realities, GRG has identified several issues that should be considered in the planning and design of the St. Louis Downtown Riverfront Master Plan. These include:

- Human goals: Who will use the area and for what purpose? Who will be affected?

- Environmental and resource goals: How should the area protect and/or enhance existing natural resources? How should the project protect and/or enhance the Jefferson National Expansion Memorial?
- Social goals: How should the project promote healthy lifestyles and increase recreational opportunities? How should the project promote connections between the Riverfront and various community resources such as schools, libraries, parks, neighborhoods and business districts?
- Economic goals: How should the project be a catalyst for providing economic growth within and adjacent to the planning area? In what ways can the project provide enhanced and/or additional economic development opportunities?
- Implementation goals: Who will implement the plan? Who will manage the project after it has been completed? What level of management will be required? How much money will be needed to develop and maintain the area? What financial resources are available?

Public Engagement Process

The Steering Committee has identified public engagement as a critical component for this very significant project. The St. Louis Downtown Riverfront reflects a high level of interest and commitment by a broad cross-section of public, private and non-profit organizations and individuals from all over the St. Louis region. Drawing upon the energy and interest that will coalesce around the riverfront improvements by developing a framework of sound planning and design will be very important during the entire process. The Gateway Arch will be celebrating its 40th Anniversary in fall 2005, which will attract further attention to the planning process for riverfront improvements.

Interested submittals should include the participation of a public engagement specialist, either as a skill available within a consulting firm with another primary focus or via the engagement of a separate public engagement firm. The selected consultant(s) will participate in the series of meetings with the RAC and the general public through a series of Riverfront Forums to coordinate data and information transfer and exchange. The public engagement specialist will be responsible for providing facilitation services and logistics coordination for all meetings, including setting the agenda, preparing meeting minutes, and coordinating follow-up tasks. Steering Committee staff will be available to assist the consultants in the coordination and execution of these events.

Throughout the planning process, GRG anticipates using its website, www.greatrivers.info to provide information to the public on the plan's progress, upcoming meetings, etc. The selected consultant is expected to provide deliverables outlined in the scope of services that would be easily transferable to this website, and the Steering Committee's individual websites will include a link to the GRG website.

It is anticipated that the local chapter of the American Institute of Architects will conduct a "RUDAT" within the planning area during the course of this project. The consultant will be expected to familiarize themselves with results of the RUDAT and to use such results as a

resource in conducting the work required in this engagement, but will not be bound in any way by the results of the RUDAT.

Scope of Services

The scope of services for the Plan is expected to include the following tasks. A detailed scope will be finalized during contract negotiations with the selected consultants. The scope will include, but not limited to, these general tasks.

Stage One: Data Collection and Analysis (not necessarily ranked by importance or priority)

- Arrange and conduct a project initiation meeting with project Steering Committee for the purpose of clarifying the scope of work, anticipated schedule, work project, budget and contract.
- Collect, review, and inventory relevant background materials related to the project. Coordinate with required public and private agencies and entities in the possession of materials. These materials may include, but are not limited to, past and current planning documents, land use and zoning maps, GIS maps, historical plans and documents, property and jurisdictional boundaries, natural resources inventories, normal river elevation/flood level elevations, Corps of Engineers and Coast Guard regulations governing design and construction in the floodway, historic districts and landmarks, existing and proposed bicycle, pedestrian and vehicular circulation, transportation/access corridors, existing park facilities, view sheds, utility corridors, aerial photography, existing and proposed public facilities, historical and cultural amenities, etc.
- Review any recent studies of relevance to the project area. Incorporate such studies should results be deemed appropriate and necessary to the success of the planning process.
- Conduct field survey and analysis throughout the planning area documenting current and future opportunities and constraints for riverfront redevelopment. Include field survey photographs.
- Prepare an Existing Conditions report with graphics containing information collected of the study area. GIS data collected and maps prepared for the report should be in suitable version of ArcView, preferably version 8.x. The report will include but not be limited to the following: Base map of the Project Study Area; Site Analysis and Inventory Plan; Field Survey Photographs; Opportunities and Constraints Plan.
- Collect, review and inventory best practices on recent riverfront developments from relevant cities to learn issues relating to design, redevelopment and management of their respective riverfronts. Identify comparable Riverfront district development projects and define how these could be viewed as successes in terms of economical, educational, social and environmental goals obtained.
- Conduct a series of stakeholder interviews and focus group meetings in order to gain a better understanding about existing conditions, stakeholder expectations, and future opportunities and constraints.

- Speak with local educational and historical institutions to evaluate historical, heritage and educational needs and desires that would enhance the understanding of the project area.
- Conduct interviews with local and state convention and tourism entities to better identify opportunities for capturing potential “tourism dollars.” Ensure that revenue opportunities stemming from visitors will be considered in the planning process.
- Coordinate and facilitate meeting (#1) of the Riverfront Advisory Committee (RAC) to gather input, solicit discussion, and provide project updates. The consultants will be responsible for providing facilitation services and logistics coordination for all meetings, including setting the agenda, preparing meeting minutes, and coordinating follow-up tasks. The Steering Committee will be available to assist the consultants in the coordination and execution of these events.
- Coordinate and facilitate a Riverfront Forum (#1) geared to the general public to introduce the project and begin the process of building consensus. The consultants will be expected to prepare the meeting agenda, logistics, minutes and any deliverables needed for the public forum. The Steering Committee will be available to assist the consultants in the coordination and execution of these events.

Stage Two: Preparing the Draft Riverfront Plan (not necessarily ranked by importance or priority)

- Develop riverfront development alternatives incorporating data collection, analysis and citizen, technical and stakeholder input produced in Stage One above. The 2001 St. Louis riverfront conceptual plan will be utilized as the initial plan for development of the alternatives, but the consultant will also be expected to generate other alternatives that meet the objectives above for consideration. The consultants will develop a minimum of four (4) riverfront plan alternatives with support graphics, to illustrate the following: (not necessarily ranked by importance or priority)
 - Civic space on the east-west axis, centered on the Arch (but excluding the actual Arch property)
 - Civic space along Leonor K. Sullivan Boulevard between the Eads and Poplar Street Bridges
 - Civic space on the riverfront between the Eads and Poplar Street Bridges
 - Improvements/modifications, if any, for improved bicycle and pedestrian connectivity between the riverfront and the Eads Bridge.
 - Suggested improvements/modifications for the portions of the project area north of Eads Bridge and south of the Poplar Street Bridge
 - Bicycle and pedestrian access to the waters of the Mississippi Riverfront
 - Increased connectivity between Downtown St. Louis, the Memorial, Laclede’s Landing, and Chouteau’s Landing
 - Pedestrian and vehicular circulation
 - Opportunities for water use
 - Specific locations for economic development such as restaurant, concession, commerce and retail space
 - Integration of the St. Louis Riverfront Trail and Bike St. Louis

- Existing and proposed utilities
 - Education programs and activities
 - Conceptual explanation of Downtown and neighborhood linkages
 - Potential funding strategies
 - Potential collaboration with public, private and nonprofit resources
- Other design elements that should be addressed in each proposed plan alternatives include:
 - Consideration of listing Eads Bridge on the National Register of Historic Places
 - Consideration of the historic significance of the cobblestones of the riverfront
 - Consideration of the Mississippi River's changeable water level
- Each of the proposed plan alternatives must include the following documentation:
 - Description of the effects, if any, on the flow and navigation of the Mississippi River
 - Description on the effects, if any, on Mississippi River commerce i.e. barges, overnight excursion boats, etc.
 - Compliance with aesthetic and security design standards of the federal government, as enforced by the Superintendent of the Jefferson National Expansion Memorial.
- Provide comparative analyses of cost and "constructability" for each of the four alternatives. At least one of the four proposed plan alternatives submitted should be "practical" both in terms of cost and constructability.
 - Develop conceptual level (order of magnitude) construction cost estimates for each of the alternatives.
 - Coordinate with jurisdictional agencies to confirm that permitting and approval is possible for each alternative.
 - Develop conceptual level economic impact estimates for each of the plan alternatives.
 - Organize and conduct a Steering Committee meeting to present the draft Riverfront Plan alternatives, support graphics and cost estimates, and make any changes requested by the Steering Committee prior to presentation to the RAC.
 - Organize and conduct a RAC Meeting (#2) to present alternatives. The consultants will be responsible for providing facilitation services and logistics coordination for all meetings, including setting the agenda, preparing meeting minutes, and coordinating follow-up tasks. Make any changes to the alternatives requested by the Steering Committee as a result of the RAC meeting in preparation for Public Forum #2.
 - Organize and conduct a Riverfront Forum (#2) to present the riverfront alternatives to the public for review and comment. The consultants will be expected to prepare the meeting agenda, logistics, minutes and any deliverables needed for the public forum. Make any changes to the alternatives requested by the Steering Committee as a result of the forum.

- Riverfront Master Plan Revisions: revise alternative plans based on comments and conclusions of the Steering Committee, RAC, and Riverfront Forum. Prepare all documents as needed for presentation to the Steering Committee and RAC.
- Organize and conduct a Steering Committee meeting to present revised alternatives. The consultants will be responsible for providing facilitation services and logistics coordination for all meetings, including setting the agenda, preparing meeting minutes, and coordinating follow-up tasks.
- Organize and conduct a RAC meeting (#3) to present revised alternatives. The consultants will be responsible for providing facilitation services and logistics coordination for all meetings, including setting the agenda, preparing meeting minutes, and coordinating follow-up tasks.
- Organize and conduct a Riverfront Forum (#3) to present revised alternatives. The consultants will be expected to prepare the meeting agenda, logistics, minutes and any deliverables needed for the public forum.

Stage Three: Preparing the Final Riverfront Master Plan (not necessarily ranked by importance or priority)

- Prepare a draft final Master Plan which summarizes the planning process and will include, but not limited to the following: Acknowledgements; Executive Summary; Existing Conditions; Riverfront Planning History; Public Input Summary; Riverfront Master Plan Alternatives and Final Plan; Cost Estimates; and Implementation Summary (outlining the remaining design and construction steps along with a timeline showing the estimated time required for each step.).
- Meet with Steering Committee to present draft final Master Plan, and make any changes requested by the Steering Committee prior to presentation to the RAC.
- Organize and conduct a RAC meeting (#4) to present draft final Master Plan. The consultants will be responsible for providing facilitation services and logistics coordination for all meetings, including setting the agenda, preparing meeting minutes, and coordinating follow-up tasks. Make any changes to the draft final Master Plan requested by the Steering Committee as a result of the RAC meeting.
- Organize and conduct a Riverfront Forum (#4) to present the draft final Master Plan. The consultants will be expected to prepare the meeting agenda, logistics, minutes and any deliverables needed for the public forum. The consultants will also be expected to explain how decisions related to narrowing alternatives to the design presented in the draft final Master Plan relate to stakeholder and citizen input obtained at the previous RAC meetings and Public Forums.
- Plan Adoption: Assist in presenting the final Master Plan to the Board of Directors of Great Rivers Greenway District; the City of St. Louis Planning Commission; National Park

Service; Downtown Now!; Metro and other agencies as needed for official adoption of the plan.

Stage Four: Phase I Project Design Development (not necessarily ranked by importance or priority)

- Prepare the preliminary design for the approved Phase I Riverfront Master Plan Project. Complete plans and specifications to 25% construction document level to accurately define the final project elements, in order to develop the fund raising for final design and construction.
- Consultants will be expected to complete the following tasks as part of the Phase I Preliminary Design process:
 - Conduct design phase kickoff meeting with Steering Committee and RAC.
 - Conduct “preliminary design review meeting” with appropriate staff of all agencies involved in permitting and approval processes, to ascertain code/other compliance requirements—at a minimum, it is expected that approval will be required from the City’s Board of Public Service and Port Authority, the Jefferson National Expansion Memorial Superintendent, the Coast Guard and the Army Corps of Engineers, and the approval of others may be required depending on particular elements of the final Master Plan. The consultants will be expected to ensure that at the completion of the consultant’s work the design meets all applicable codes and other requirements.
 - Complete property and topographic survey of Phase I Project area.
 - Initiate project permitting and approval process with jurisdictional agencies.
 - Initiate environmental assessment or impact process, if required by any of the approving or permitting agencies.
 - Develop preliminary plan sheets, detail sheets for significant design elements, and other drawings necessary for construction of the Phase I Project that would customarily be a part of a “design development” phase of similar projects.
 - Develop outline technical specifications to identify construction materials and standard of quality for constructing the project
 - Develop detailed estimate of probable construction cost based on 25% preliminary design drawings and specifications.
- Organize and conduct meetings with staff of all agencies involved in applicable permitting and approval processes to solicit comment on the Design Development documents at various stages of completion, and document meeting with meeting notes and confirm incorporation of relevant comments. Meetings shall be held at the following stages of design development:
 - 10% level of plan drawings.
 - 20% level of plan drawings.
 - 25% level of plan drawings.

- Submit completed 25% plan drawings to Steering Committee for final presentation. Make any changes requested by the Steering Committee.
- Conduct final combined RAC meeting/Riverfront Forum to present the 25% design. Make any changes requested by the Steering Committee as a result of the combined meeting.
- Deliver final Design Development drawings, specifications and cost estimates to the Steering Committee.

Project Schedule

The anticipated project time frame is twelve (12) months from the notice to proceed. A tentative schedule follows:

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|------------------------------------------------|----------------------------|
| ▪ Convene initial scope of work meeting | May 2005 |
| ▪ Stage One: Data Collection and Analysis | May – July 2005 |
| ▪ Stage Two: Prepare the Draft Riverfront Plan | July 2005 – September 2005 |
| ▪ Stage Three: Final Riverfront Plan | September – December 2005 |
| ▪ Submission of Final Plan for approval | January 2006 |
| ▪ Phase I Project Preliminary Design | February – May 2006 |

Optional pre-submittal meeting

Interested consultants may attend an optional pre-submittal meeting scheduled for Thursday February 17, 2005 at 10:00AM in Downtown St. Louis. The meeting will be held at the offices of Great Rivers Greenway, 1000 St. Louis Union Station, Suite 102. Attendance is not mandatory for consultants responding to this RFQ. **Please RSVP to Glenna Brown at GRG (phone 314-436-7009)**. Representatives from the Steering Committee will be available to answer questions and will include an optional tour of the Riverfront and surrounding planning area associated with this RFQ. Meeting minutes will be taken during the Q&A and will be distributed to all firms requesting the RFQ.

INSTRUCTIONS FOR PREPARING QUALIFICATIONS

General Provisions

Any contract awarded as a result of this RFQ will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation, or national origin.

Prospective consultants shall assure GRG that they will comply with the Americans with Disability Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

Minority and Women Business Enterprise Policies

It is the policy of GRG that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing district funds.

Minority and Women Business Enterprise goals of 25/5% have been established by GRG—e.g., 25% of the total consulting contract amount, including reimbursables, is the goal for award to Minority Business Enterprises (MBE), and 5% of such total is the goal for awarded Women

Business Enterprises (WBE). It is the prospective consultant's responsibility to make a sufficient portion of the work available to subcontractors to meet these goals, consistent with the availability and capacities of MBE and WBE firms. GRG reserves the right to negotiate contract participation with qualified respondents and to take M/WBE participation proposed into account in making its selection of consultants pursuant to this RFQ.

MBE/WBE firms included in the respondent's submittal, either as prime consultants or subcontractors, must be certified by one or more of the following agencies on or before the date of the submission of qualifications:

- Missouri Division of Purchasing and Materials Management
Online: For MBEs: <http://www.oa.mo.gov/oeo/mbe/mbesrch.htm>
For WBEs: <http://www.oa.mo.gov/oeo/wbe/wbesrch.htm>
Phone: 573-751-8130
- City of St. Louis: Disadvantaged Business Enterprise Program
Online: <http://www.mwdbe.org/>
Phone: 314-551-5000
- St. Louis Minority Business Council
Online: <http://www.slmbc.org/>
Phone: 314-241-1143

Taxes and Licenses

Members of consulting teams not located in the City of St. Louis and/or State of Missouri will be expected to obtain all licenses required by the State and/or City and will also be expected to pay all applicable City and State taxes related to their compensation for this engagement.

Submittal Information

Please provide ten (10) copies of submittals, including one unbound copy suitable for photocopying, in the following format. One copy of additional materials, such as a firm brochure or related project information, may be submitted separately, but selection will be based on the required materials.

1. A one-page letter of interest that includes a synopsis and qualifications of the firm making the submission and the firm's proposed sub-consultants, the proposed project manager and primary contact, and the project principal representing the contractual authority of the firm.
2. A one-page discussion of the design philosophy that the proposed team will use to approach the engagement.
3. An organizational chart showing the prime consultant and sub-consultants, the proposed relationships between key personnel and support staff who are expected to participate on the project, and which aspects of the work each person will be responsible for performing.
4. Profile(s) of each proposed team member entity, including number of employees, the location of the entity's headquarters and the location of any branch offices, together with

the number of employees in each location. Describe the firm's or team members' experience with local governments, districts, or other public and private agencies in the development of riverfront, greenway or park projects within the last five (5) years. Include contact information for the firms' primary contacts with each agency, government or district.

5. Résumés of the project manager, principal, and staff identified as having a major role in the project. Include information as to any related professional licenses or certifications held by each, and the place where such license and/or certification are held. Also include indications of membership in good standing with any related professional organization. **Limit resumes to two (2) pages per member. Note that substitution of the proposed project manager will not be permitted prior to or during the engagement without the approval of GRG and the Steering Committee.**
6. A brief description of all firms/entities expected to participate in the engagement and the ownership structure(s) of each. Indicate if the firm is a MBE/WBE firm, together with name of the entity making the M/WBE certification. Indicate previous projects in which members of the consultant team have collaborated with the lead consultant (if applicable).
7. Project descriptions for recent projects (no more than three) of a similar scope performed by the project manager, principal, or team members within the last five (5) years. Provide the name of the client (include phone number and other contact information), description of services provided, key personnel involved, year the project was completed, and estimated total cost of the contract to perform the work.
8. Provide a proposed method of compensation and professional fee schedule to provide the proposed services to GRG. List hourly rates for each individual to be assigned to this project, and a total cost for the work outlined in this RFQ.
9. Disclose any material agreements, relationships, or employment your firm or team members has with any other planning or design firm, government agency, or other person or entity that may create a conflict of interest or the appearance thereof.
10. Include (as an appendix) copies of the firm's most recent Equal Opportunity form (EEO-1) and Affirmative Action policies, if applicable.

Print submittals two-sided and limit length to 30 sides (p. 1-30), including text, graphics and cover letter. Use a minimum 10-pt. font. Cover sheet, title page, dividers, Résumés and Affirmative Action polices are not included within the page limitation. Résumés will not be included in 30-page limit but each résumé must be limited to two (2) pages per member.

Schedule, Process and Criteria

The following is the proposed schedule for the selection process. GRG reserves the right to modify this schedule as needed.

Solicitation of request for qualifications	February 3, 2005
Optional pre-submittal meeting	February 17, 2005
Qualifications due	March 14, 2005
Notification to firms for interviews (if needed)	April 1-2, 2005
Interviews (if needed)	April 11-14, 2005
GRG Board approval	May 2005
Negotiate terms and execute contract	May 2005
Start riverfront planning process	May 2005

Process

GRG will assemble a review committee to evaluate all responses to this RFQ. It is expected that this review committee will include representatives of all Steering Committee members identified above. From this review, the review committee may select a consultant(s) solely on the basis of submittals, or may additionally identify a short list of individual or team candidates for possible interviews. The committee may contact any or all respondents to clarify submitted information.

Following the issuance of this RFQ and until the Notice of Intent to Award, consultants and consultants' subcontractors shall communicate only AND solely with GRG's authorized representative Todd Antoine regarding this RFQ. During this period, any other communication regarding this RFQ with other members of the Steering Committee, staff, representatives, or associates is discouraged.

Questions regarding the meaning or interpretation of the RFQ must be submitted in writing via mail, email or fax to Todd Antoine at GRG. All questions must be received before Tuesday, March 8, 2005 and any received after this date will not be answered. Reply by GRG will be in the form of an Addendum/Amendment, a copy of which will be forwarded to all known holders of the RFQ documents no later than three working days prior to the RFQ due date.

Upon selection of firm(s), GRG will negotiate a scope of services and other terms and conditions of an agreement with the selected firm(s). If such negotiations are not successful, GRG reserves the right to begin negotiations with other respondents. Respondents whose proposals are not accepted will be notified in writing as soon as practical.

Selection Criteria

The Selection Committee will select the consultant team(s) or individuals that most closely satisfy the criteria listed below.

1. Successful completion of similar riverfront, greenway or park projects within the last five (5) years.
2. Demonstrated experience in the design and implementation of public involvement programs, including strong facilitation and consensus-building skills.

3. Demonstrated experience and technical competence of the consultant(s) or individuals relative to the task requirements outlined within the Scope of Work.
4. Capacity of the lead consultant to provide the full range of project management skills needed.
5. Overall approach to the project and evidence of the consultant(s) ability to generate creative solutions that will meet the overall goal of a nationally recognized design that showcases the Mississippi Riverfront while meeting the objectives outlined in this RFQ.
6. Capacity of the respondent to complete work within the designated time schedule.
7. Respondent's commitment to fulfilling the M/WBE goals outlined in this RFQ.

Reservations/Stipulations

GRG reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information deemed necessary, 5) extract, combine, and delete elements of individual proposals and to negotiate jointly or separately with individual proposers with respect to any or all elements of the proposal.

This RFQ does not obligate GRG to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this RFQ. GRG will give preference to Missouri firms when other considerations are equal.

Any and all documents submitted by the Respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law.

Respondent acknowledges that, if Respondent is selected for the engagement, all electronic, written and printed materials developed by the Respondent as a result of this engagement shall become the property of GRG and the Steering Committee, and both GRG and the Steering Committee shall be entitled to use any and all such materials in any way desired by GRG or the Steering Committee, in their sole and unfettered discretions.

By submitting a response to this RFQ, respondent acknowledges that the qualifications of each member of the respondent team are important criteria in the selection process. The selected Respondent will not be allowed to substitute any members of the respondent team or any individual listed in the response without prior approval by GRG. GRG, in its sole discretion, reserves the right to accept or reject proposed changes to the team and personnel associated with the team and/or to negotiate the composition of teams. GRG is not requiring team members to form exclusive relationships with any one respondent for purposes of responding to this RFQ. Team members may participate in multiple team submittals.

By submitting a response to this RFQ, respondent acknowledges that adherence to the schedule for the work is of critical importance to the Steering Committee, and agrees to dedicate the personnel listed in the response to completing the work in accordance with the schedule outlined in this RFQ. Respondent further acknowledges that the agreement for the engagement may include significant penalties for failure to perform in accordance with the schedule.

By submitting a response to this RFQ, each respondent acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.

By submitting a response to this RFQ, each respondent acknowledges and agrees that GRG, and any consultants retained by GRG, have the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's submission, and authorizes the release to GRG and/or GRG's consultants of any and all information sought in such inquiry or investigation.

Any misrepresentations or false statements contained in a response to this RFQ or in any request for additional information related to this RFQ, whether intentional or unintentional, shall be sufficient grounds for GRG to remove Respondents from competition for selection at any time.

Responses Due

Submittals are due at 3:00 PM local time on Monday March 14, 2005. Facsimile copies will not be accepted. All proposals delivered after the due date and time will be returned unopened to the offeror. Please submit ten (10) copies (including one unbound copy suitable for photocopying) to:

The Great Rivers Greenway District
Attn: David Fisher, Executive Director
1000 St. Louis Union Station, Suite 102
St. Louis, MO 63103