

## **REQUEST FOR PROPOSAL (RFP)**

### **For Design and Construction of gates at the vehicular entrances/exits of Carondelet Park**

Proposals must be submitted by no later than 5:00 P.M. CST on **April 28th**. Proposals must include all requested materials to be considered: services offered, cost proposal, turnaround time, references, etc.

Bidders are encouraged to schedule an in-person walkthrough of the property to better understand design and scope during the week of 27 March 2023. Minutes will be captured and shared on HH SBD website.

Proposals may be submitted in the following ways: Electronically in PDF format, emailed to the email address below.

Contact Email: [hollyhillssbd@gmail.com](mailto:hollyhillssbd@gmail.com)

### **Section I: INTRODUCTION**

The Holly Hills Special Business District (HH SBD) is seeking proposals from qualified agencies to design and manage construction of new gates at each of the five **(5) vehicular** entrances/exits within the Holly Hills Special Business District boundaries to Carondelet Park. Two on Holly Hills Blvd., one on Loughborough Ave and two on Grand Ave.

Agencies must bid on all services listed below. The RFP establishes information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner.

The HH SBD's Board of Directors are not obligated to accept the lowest bid and reserves the right to reject any or all bids or amend the scope of the project. All Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

### **Section II: SCOPE OF SERVICES**

1. Coordinate with the City of St. Louis Parks Department and the **HH SBD Infrastructure Committee**.
2. Consider HH SBD Infrastructure examples and suggestions as part of your design.
3. Provide a preliminary design plan depicting the details and dimensions and style of the gate.
4. Provide final specifications, special provisions, and cost estimates.
5. Coordinate submittals of the design plans with the City of St. Louis Park Department and HH SBD Infrastructure committee.
6. Obtain all necessary permits, licenses to perform requested work.

7. Provide a warranty of the installation and an upkeep option to the HH SBD Infrastructure committee.
8. Agency must provide proof of a certificate of insurance with the submission of this RFP and at the time of insurance is renewed. The minimum of this insurance will be \$1,000,000 and shall include commercial general liability and worker's compensation coverage. Upon award, name the Holly Hills Special Business District as additionally insured on insurance required for the project.
9. See attached examples of gates the HH SBD Infrastructure committee have researched as potential solutions.
10. Include book-ending options on either side of gate to provide additional barrier as dictated by topography.
11. Include island area where gates meet to provide traffic calming as dictated by width of entrance/exit.
12. Materials should be steel, black powder coated, square tube gates.
13. Options requested to bookend with stone (to match the style, size and color already in existence within the park) or additional steel to deter vehicles from going around the gates.
14. Loughborough and Leona entrance should have an island in the center similar to the image of Cliff Cave Park.
15. Gates should be lockable or have the ability to be secured to prevent vehicle access
16. Include optional upgrades not mentioned in this RFP.
17. Please submit any questions by email by March 22 to [hollyhillssbd@gmail.com](mailto:hollyhillssbd@gmail.com). Responses will be posted at [www.hollyhillssbd.com](http://www.hollyhillssbd.com) as soon as possible.

### **Section III: Additional Instructions**

1. Services Offered with Detailed Description
  - Provide a detailed description of methodology for the design, construction, and management of Gates based on feedback and suggestions from Holly Hills SBD Infrastructure committee.
2. Project Timeline
  - Provide an estimated time until completion once awarded a contract. Include timing of milestones regarding fabrication and installation. Describe the agency's labor capacity to deliver on the project in a timely manner. Describe the agency's process for reporting on the status of the project.
3. Project Agreement
  - Provide a sample agreement/contract for which project shall be governed by.
4. RFP Timeline
  - 3/13/2023 – Public release of draft RFP
  - 3/15/2023 – Public release of final RFP
  - 3/27/2023 – Bidder walkthrough
  - 4/07/2023 – Bidder questions due
  - 4/14/2023 – Response to bidder questions released.
  - 4/28/2023 – Bidder proposals due by 5 pm cst.
  - 5/10/2023 – Proposal selection
5. Cost Proposal and Invoicing

- Provide cost and invoicing procedures.  
The estimate of cost should include everything without exclusions.
6. Agency Background, Past Work, and References. Please provide the following:
- A brief agency history.
  - Explain agency ownership.
  - Include name and title of the personnel who would be directly responsible for the management and local supervision of this project.
  - Please include agency address and proximity to the City of St. Louis and Carondelet Park.
  - Provide a portfolio of relevant past experience on similar projects.
  - Provide at least three (3) past client references. Include reference name, address, and contact number.
7. Value-Added Features
- Indicate features or programs not covered elsewhere in the response which are offered to enhance your agency’s ability to effectively carry out this project.


**Section IV: Evaluation**

The possible points for this RFP evaluation are listed in the table below both by criteria point value and total points.

Category	Possible Points
Price	50
Design	50
Experience	50
Warranty	50
Timeline of installation	25
Total Maximum Points	225

← 701 Cliff Cave Rd

St. Louis, Missouri

 Google Street View

May 2021

[See more dates](#)

