

REQUEST FOR PROPOSAL (RFP)
For Bollard Installation along Manchester Ave

Proposals must be submitted by no later than 5:00 P.M. on Wednesday, February 8th, 2023. Proposals must include all requested materials to be considered: services offered, cost proposal, time turn around, references, etc. Proposals may be submitted in the following ways:

Emailed to codi@pcd-stl.org and annette@pcd-stl.org

Or

Mailed or hand-delivered to the following address:

Grove Community Improvement District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions, please contact Codi Holt at 314-535-5311.

Section I: INTRODUCTION

The Grove Community Improvement District (Grove CID) is seeking proposals from qualified agencies to furnish and install high-impact bollards along Manchester Avenue at the following addresses identified as high risk by a recent bollard study: 4229 Manchester, 4266 Manchester, 4267 Manchester, 4300 Manchester (see Addendum A). In addition to installation, other project improvements will include city and state permit application submission, restoration of site upon completion, and compliance with standards set forth by the Americans with Disabilities Act (ADA). Services are to be performed by a registered Professional Traffic Operations Engineer.

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 Grove CID's Board of Directors is 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 Streets Department (and/or MoDOT) and Board of Public Service to obtain their approval of the proposed improvements, including submitting any traffic analyses that may be required.
2. Provide a preliminary design plan depicting bollard placement in the identified areas.
3. Provide final design plans and detail sheets for the improvements.
4. Provide final specifications, special provisions, and cost estimates.
5. Coordinate submittals of the design plans with the City of St. Louis Board of Public Service and respond to review comments.
6. Obtain approval of the design plans and a permit from the City of St. Louis to construct the improvements.
7. Obtain bids from qualified contractors to construct the improvements.
8. Assist with review of bid information.
9. Assist with development of contracting documents.
10. Review shop drawings submitted by the contractor.
11. Provide engineering assistance and consultation to the contractor during construction.
12. Provide periodic on-site observation of construction activities performed by the contractor.
13. Attend a final walk through and assist with development of a punch list.
14. Coordinate with the City of St. Louis to obtain final acceptance of the constructed improvements.
15. Name the Grove Community Improvement District as additionally insured on insurance required for the project.

Section III: INSTRUCTIONS TO BIDDERS

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

1 Services Offered with Detailed Description

- Provide a detailed description of methodology for the design, construction, and management of bollards.
- Provide a detailed description for the installation process with mention of permitting requirements.
- Provide insurance coverage information.

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 Cost Proposal and Invoicing

- Provide cost and invoicing procedures.
- The estimate of cost should include everything without exclusions.

4 Company Background, Past Work, and References

- Provide a brief Agency history. Explain ownership and include name and title of the personnel who would be directly responsible for the management and local supervision of this project.
- Describe Agency's environmental impact considerations.
- Provide a brief description of relevant past experience on similar projects.
- Provide at least three (3) past client references. Include reference name, address, and contact number.

- 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.

Addendum A: Approximate Locations

Bollard will be added to the following approximate locations to protect outdoor seating areas:



#1 - 4267 Manchester Ave



#2 - 4266 Manchester Ave



#3 - 4300 Manchester



#4 - 4229 Manchester Ave