



Request for Qualifications (RFQ) for Design-Build Services

Issued by: Annie Malone Children and Family Services

Location: St. Louis, Missouri

Organization Information:

- Organization Name: Annie Malone Children and Family Services
- Organization Address: 2612 Annie Malone Dr., St. Louis, MO 63113
- Contact Name: Derek Roberts, Annie Malone Board Treasurer
- Contact Email: derekrobertsstl@gmail.com

Introduction

Annie Malone Children and Family Services, a respected nonprofit organization dedicated to serving the needs of children and families in St. Louis, Missouri, invites qualified design-build firms to submit their qualifications for our upcoming project. Our mission is to provide transformative services that support family stability, foster self-sufficiency, and promote safe, nurturing environments for children. In alignment with our values of community engagement and empowerment.

Land and Property Details:

Annie Malone Children & Family Services' community crisis administration office, located at 2612 Annie Malone Dr., St. Louis, MO 63113, is the debt-free owner of 0.83 acres of land in the historic Greater Ville Community.

- A 15,200-square-foot facility that will be restored into a well-being environment to serve its occupants and the community.
- There are several historical artifacts located on the property that must be considered during its renovation. The structure is a listed locally as a historical designation and the property is also located in the Historic Ville.

AMCFSC will remain the owner of all land and improvements.

Project Overview

Annie Malone is interested in contracting with a design-build firm that will be responsible for the development and implementation of a comprehensive project plan that encompasses all phases from design through completion of project. These improvements are to be delivered through a Guaranteed Maximum Price contract. The objective in issuing this Request for Qualifications is to provide a competitive means by which to select a single provider.

Scope of Work:

Detailed description of the work to be performed, including materials and methods to be used. Specific requirements for roof replacement, brick tuckpointing, and chimney repairs.

Roof Replacement:

- Remove existing roofing materials.
- Inspect and repair the roof deck as needed.
- Install new roofing system, including underlayment, high-quality shingles, flashing, and gutters.
- Ensure proper drainage and waterproofing.
- Ensure proper disposal of waste materials in compliance with all regulations.
- Provide warranty information and maintenance requirements for the new roofing system.

Brick Tuckpointing:

- Inspect all brickwork for areas requiring tuckpointing.
- Remove damaged or deteriorated mortar.
- Repoint brick joints with new mortar that matches the original in composition, color, and texture.
- Clean and seal the brick surfaces to protect against future damage.
- Apply a high-quality sealant to protect the brick from future damage caused by moisture or weathering.
- Ensure structural integrity and aesthetic consistency of the brickwork.

Chimney Repair:

- Assess the chimney for structural or cosmetic damage, including cracks, loose bricks, or deteriorated mortar.
- Replace damaged bricks and mortar to restore the structural integrity of the chimney.
- Repair or replace the chimney cap and flashing to ensure protection from water infiltration.
- Perform a final inspection to confirm safety and compliance with local building codes.
- Document the condition and provide recommendations for future maintenance.

Qualification Requirements

1. **Business Profile:** A detailed profile of the firm, including business size, ownership structure, and proof of ownership status.
2. **Local Presence:** Evidence of local operation in Missouri.
3. **Experience:** Portfolios of previous design-build projects, with an emphasis on projects for nonprofit organizations or in the community services sector.
4. **Project Approach:** An outline of the firm's approach to design-build projects, including methodologies for integrating client needs and ensuring project deliverables align with organizational missions.
5. **Team Composition:** Information on key team members, including their roles, experience, and qualifications, resumes and an organizational chart.

Additional Requirements:

1. Contractors must adhere to all local building codes and regulations.
2. Contractors must provide a Performance Bond and Labor and Material Payment Bond in the amount of 100% of the contract sum. The Bond surety must carry a Best Rating of A- or higher.
3. Before the commencement of work, the contractor must provide evidence of insurance for the project's construction and operations phases.
4. Contractors must submit references and examples of similar projects completed.
5. Contractors must provide detailed safety records, including any incidents, violations, and corrective actions taken.
6. Contractors must provide a detailed project timeline, including start and completion dates.
7. Contractors must have successfully completed and utilized historic tax credit programs that would apply to this project.
8. Describe your firm's approach to providing or arranging financing for the proposed project.
9. Provide detailed information about how they would incorporate an ESCO into their project plan.
10. Annie Malone retains the right to approve any subcontractor prior to its commencement of work on this project. Names and qualifications of subcontractors must be submitted at least two weeks in advance of the subcontractor's scheduled start date.

Deliverables

The design-build firm will be responsible for delivering a project that meets the following criteria:

1. Budget and Timeline Compliance:
 - Adherence to agreed-upon budgets and timelines, with regular updates and transparent communication throughout the project.
2. Project Scope Documentation:
 - Detailed description of the work to be completed, including materials and methods.
 - Approved architectural or structural plans (if needed).
3. Compliance and Certification Documents:
 - Records ensuring compliance with relevant GMP and safety standards.
 - Permits and inspection approvals from local authorities.
4. Material Specifications and Data:
 - Specifications for roofing, tuckpointing materials, sealants, and repair products.
 - Material safety data sheets (MSDS) for all products used.
5. Work Quality Assurance Reports:
 - Detailed inspection reports of the completed roof repairs, tuckpointing, chimney repairs, and sealing.
 - Photos or videos documenting "before" and "after" conditions.
6. Maintenance and Warranty Information:
 - Guidelines for maintaining the repaired areas.
 - Warranty coverage for materials and workmanship.
7. Reports:
 - Documentation of risk assessments conducted during the project.
 - Records of compliance with occupational safety and health standards (e.g., fall prevention).
 - Provide a Historical Structures Report and define scope and delivery timing.
8. Completion Certificate:
 - Official documentation that certifies the project has been completed per the agreed specifications and standards.

Guaranteed Maximum Price (GMP)

The selected design-build contractor shall establish a Guaranteed Maximum Price (GMP) before any design or construction begins. The GMP must encompass all project costs, including design, labor, materials, equipment, permits, overhead, profit, and contingencies. Any cost savings shall be returned to the Owner, while cost overruns beyond the GMP shall be the contractor's responsibility. The contractor must provide detailed cost estimates, transparent tracking, and submit the GMP for Owner approval before work commences.

Submission Instructions

Interested firms must submit their qualifications, including all required documents and information outlined above, by ***April 30, 2025 at 3:00pm***. Submissions received after that date and time will not be considered. Submissions should **ONLY** be sent electronically to Derek Roberts, Annie Malone Board Treasurer, with the subject line "RFQ Submission: Annie Malone Exterior Renovations". All costs associated with submission preparation will be borne by the submitting contractor. The following individuals' email addresses when submitting all required documents:

derekrobertsstl@gmail.com (Annie Malone Board Treasurer)

boydstuff@aol.com (Annie Malone Board President)

keishalee@anniemalone.com (CEO of Annie Malone)

Annie Malone reserves the right to reject any or all submissions, waive informalities and minor irregularities in submissions received, and be the sole judge of the value and merit of the proposals offered.

Selection Process

Submissions will be reviewed by a selection committee, with shortlisted firms invited to present their qualifications and approach in more detail. Final selection will be based on the firm's demonstrated ability to meet the needs of Annie Malone Children and Family Services, with a strong emphasis on community engagement, cultural sensitivity, and innovative, sustainable design solutions.

Dates

Advertisement	April 14, 2025
Submissions of Responses	April 30, 2025
Selection of Contractor/Letter of Intent *	May 02, 2025

****Subject to change at Annie Malone's discretion, with any legally required notice to be provided.***

Proposal Review and Selection of Finalists

Annie Malone will establish a Project Evaluation Team to review and evaluate the written responses to this RFQ in accordance with the evaluation criteria identified below. The Project

Evaluation Team will check client references, which will also be included in the evaluation. Annie Malone may elect not to hold any interviews.

Responses will be evaluated based on the quality and completeness of the information provided. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the written proposals, client references, and responses of the GMP submission finalist, as appropriate.

The Contract Award may be considered for the qualified provider who rates the highest in the categories outlined below and best matches Annie Malone's needs.

Experience with GMP Contracts: Contractors who have a proven track record of successfully managing GMP projects, especially those similar in scope of work.

Cost Estimation Skills: The contractor should demonstrate strong skills in accurately estimating costs and managing budgets to avoid exceeding the guaranteed maximum price.

Collaboration and Communication: A contractor who has a reputation for working effectively and seamlessly with architects, engineers, and all other stakeholders involved.

Reputation and References: A contractor with a strong industry reputation and solid references from past clients vouching for their reliability and performance.

Risk Management: A contractor that has the ability to identify and address potential risks, as they are financially responsible for any costs that exceed the GMP.

Transparency and Reporting: A contractor that has a commitment to offer clear cost breakdowns, consistent updates, and transparent reporting throughout the project.

Quality Assurance: A contractor that has a reputation for maintaining high-quality standards while staying within the agreed-upon budget.

Letter-of-Intent

Once a selection has been made, the Qualified Provider will be issued a Letter-of-Intent to proceed. Upon agreement of the Guaranteed Maximum Price Contract, the Qualified Provider shall enter into a Contract Agreement as subsequently negotiated between the Qualified Provider and Annie Malone.

Contact Information

For questions about getting access to the building please contact John Blomenkamp, Manager of Buildings & Grounds, JohnBlomenkamp@anniemalone.com.

Project Site Tour

Those wishing to tour the property may set an appointment by contacting John Blomenkamp, Manager of Buildings & Grounds, JohnBlomenkamp@anniemalone.com. **Tours can ONLY take place Monday through Thursday, 7am – 10am due to agency operations.**

Conclusion

Annie Malone Children and Family Services looks forward to partnering with a talented, local design-build firm that shares our commitment to serving the community and enhancing the lives of children and families in St. Louis. We encourage firms that meet the above requirements to submit their qualifications for consideration.

Statement of Limitations

This RFQ is for informational purposes only and is not intended to create any legally binding obligations. Respondents participate at their own cost and risk. All documentation submitted with the response shall become the property of Annie Malone Children and Family Services. Annie Malone Children and Family Services reserves the right to discontinue the process described in this RFQ at any time and to amend and modify such process as necessary to meet the needs of AMCFSC. If any changes are made, all recipients of the RFQ will be informed via an official written Addenda.

Annie Malone Children and Family Services is the sole owner of all information and submissions gained through this process. At no time shall any parts of the information gained through this project be used for future developments that do not involve Annie Malone Children and Family Services.

It is required that Annie Malone Children and Family Services remain the owner of all land and improvements. Any reversionary or residual interests shall stay with Annie Malone Children and Family Services.