



**Saint Louis Science Center Foundation**

***Request for Proposal***

**Owner Representation/  
Project Management Services  
For  
Main Entrance Addition Project**

**RESPONSES TO THIS REQUEST FOR PROPOSAL  
MUST BE DELIVERED TO:**

**SAINT LOUIS SCIENCE CENTER  
ATTN: RON SCHULTZ  
5050 OAKLAND AVENUE  
ST LOUIS, MISSOURI 63110**

**Original Posting: June 13, 2018**

**Written Proposals Due:  
July 10, 2018, 12 P.M. CDT**

**Information and updates related to this RFP document will be posted at [VendorRegistry.com](http://VendorRegistry.com).**

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## 1. PROJECT DESCRIPTION & SCHEDULE

The Saint Louis Science Center Foundation (SLSCF) is seeking the services of a Commercial Real Estate Project Management firm specializing in Owner Representation/Project Management services. Services specific to this Request for Proposal (RFP) are intended to support the construction of an addition to the south side of SLSCF's existing main building, located at 5050 Oakland Ave. This addition is intended to serve as a new main entrance for visitors, providing a state-of-the-art lobby, ticketing, customer service, entry exhibition, and welcoming experience for SLSCF's one million annual visitors. The Design/Build firm(s) for this project have not yet been selected.

The existing main entrance is situated on the east side of the main building is no longer providing the access, ease of use and open space necessary to accommodate our growing attendance. In 2015 an architectural firm completed a site and usage study of the existing lobby and first floor of the main building. Lobby observational studies were completed in preparation for the Science Center's new agriculture exhibition – *GROW* – which opened in 2016. Observations from the exhibition architect, SLSCF's evaluation department, and conversations with visitors indicated that the existing main entrance lobby is too small, too loud and too far away from where the majority of our visitors park and walk to enter the building.

The new addition is intended to be constructed on the south end of the main building, connecting to the existing first floor spline. It is envisioned to consist of three segments: an exterior (outdoor), plaza segment; the new entrance addition segment; and a transition segment that connects the new addition to the existing building in a seamless manner. The new addition is currently estimated to require 5,000- to 7,000-square-feet based on the 2015 site and usage study.

The following is an estimated project schedule:

<b>Activity</b>	<b>Date</b>
OR/PM Proposals Due	July 10, 2018
OR/PM Award	August 8, 2018
Design/Build Selection Phase	August 9 - September 28, 2018
Design/Build Phase Begins	October 1, 2018
Grand Opening	December 31, 2019
Close-Out Phase	Jan 1, 2020 - TBD

The following is an estimated Owner’s Representative RFP process schedule:

<b>Activity</b>	<b>Date(s)</b>
Request for proposal issued	6/13/18
RSVP for Bidders Meeting	6/21/18
Written questions due	6/21/18
Prospective Bidders Meeting	6/27/18
Written answers provided by	6/29/18
Notice to Bid due	7/2/18
Proposals due (by 12:00 PM CDT)	7/10/18
Proposal evaluation	7/11/18 - 7/16/18
Notification to short-listed firms	7/17/18
Interviews, as needed	7/18/18 - 7/23/18
Contract negotiations & Due Diligence	7/24/18 - 8/3/18
Project Award - Notice to Proceed	8/8/18

## 2. WHO WE ARE

The Saint Louis Science Center traces its roots to the Academy of Science of St. Louis, founded in 1856 as the first scientific organization west of the Mississippi River. In 1959, the Academy created the Museum of Science and Natural History in Clayton’s Oak Knoll Park. When the Metropolitan Zoological Park & Museum District (ZMD) was formed in 1971, the Museum of Science and Natural History became a member, independent from the Academy, which continues to operate as a separate entity to this day.

The Museum outgrew the facilities at Oak Knoll Park in the mid-1980s and in 1984 the Museum acquired the James S. McDonnell Planetarium from the City of St. Louis. After extensive renovations, the Planetarium reopened in 1985 as the Saint Louis Science Center.

Following a \$34 million expansion to construct the current main building on Oakland Avenue, the Science Center opened November 2, 1991 in its larger footprint including the five story OMNIMAX® Theater and a highway-spanning connection bridge. The Science Center added the EXPLORADOME in 1997 in order to provide an additional space for large traveling exhibitions. With the popularity of the EXPLORADOME, the Science Center took action to create a permanent exhibition space. In October, 2011 Boeing Hall opened dedicating 13,000 square feet of exhibit space for traveling exhibitions.

The 50,000 square foot area previously used for the EXPLORADOME was renovated into *GROW*, a permanent indoor/outdoor exhibit dedicated to the experience of the journey of the food supply from farm to fork. The agriculture exhibit opened to the public on June 18, 2016.

The Saint Louis Science Center was named a Smithsonian Institution Affiliate, the first in the St.

Louis region, in 2016. This affiliation provides access to Smithsonian artifacts, traveling exhibits, and educational collaborations locally and nationally.

The Saint Louis Science Center features more than 700 interactive exhibits in ten galleries, including *GROW*, *Mission: Mars*, *Life Science Lab*, *Makerspace*, *Discovery Room*, *Ecology and Environment*, *Structures*, *Liftoff* and *Experience Energy*. In addition, guests can see science in action through Amazing Science Demonstrations at *CenterStage*, enjoy a thrilling film experience at the OMNIMAX® Theater and gaze at the stars at the James S. McDonnell Planetarium.

In 2011, Bert Vescolani joined the Science Center as President and CEO, leading a team of 225 staff members and more than 400 volunteers. Today the Science Center serves more than one million people each year, and is one of the nation's 25 largest museums. It has built a national reputation for programs and exhibits, community partnerships, and visitor experience. The Science Center is part of many local, regional and national initiatives to build better and stronger links between formal and informal education.

**Mission Statement:**

*To ignite and sustain lifelong science and technology learning.*

Respondents are encouraged to review SLSC's website at [www.slsc.org](http://www.slsc.org) to gain a better understanding of our setting, character, and mission.

### **3. SCOPE OF SERVICES REQUESTED**

- 3.1. Establish and manage a formalized Integrated Project Delivery (IPD) approach to the project.
- 3.2. Attend and participate in all SLSCF related meetings as necessary and be responsible for assuring meeting minutes are produced and distributed.
- 3.3. Develop a Project Management Plan, including project objectives and success criteria, deliverables, role/responsibilities/contact information, communication protocols, document control methodology, cost management, schedule management and quality management plans.
- 3.4. Develop and maintain the overall project milestone schedule, and review and verify the integration of the Design/Build Team's services and deliverables, SLSCF's responsibilities, permitting requirements, and anticipated construction schedules (including long-lead items).
- 3.5. Develop and maintain a Project Risk Management Plan throughout the project life.
- 3.6. Manage and oversee the Project Budget (including construction costs, soft costs, FF&E, exhibits, technology and contingency) and provide a bi-weekly report to SLSCF.
- 3.7. Review and comment on the Design/Build Team's Bid & Procurement Plan, specifically on the recommended packaging of the work and methods to optimize bidder interest. Review the Design/Build Team's bid analysis, and make recommendations to SLSCF.

- Assist SLSCF in preparing the Construction Contracts and ensure close coordination with SLSCF Contract Administration.
- 3.8. Establish and manage a document control system, including document structure, file types, access and security.
  - 3.9. Assist SLSCF in qualifying, selecting, retaining, and coordinating additional professional services, such as may be required based on final scope of the project (i.e. Design/Build team, Surveyors, Exhibit Design team, Testing Laboratories, etc.)
  - 3.10. Prepare and issue RFPs as necessary, including RFP for Design/Build services, conduct bid tabulations, evaluate proposals, and make recommendations to SLSCF.
  - 3.11. Assure all required permits are obtained for the project.
  - 3.12. During construction, advise SLSCF regarding the status of budget, schedule and quality by issuance of a Monthly Project Report. The Project Manager will advise SLSCF, in a timely manner, of situations which have increased, or may increase the cost of the Project; may cause a delay in the completion of the Project; has or may result in the installation of work or material which is not acceptable and in accordance with plans and specifications developed for the Project.
  - 3.13. Schedule and conduct on-site weekly progress meetings involving SLSCF, Design/Build Team, and Construction Manager to review, resolve and plan in areas such as budget, schedule and quality. Meeting Minutes will be recorded and distributed, including an Outstanding Action Item Log, detailing the status of key decisions, responsibility and required timing.
  - 3.14. Review requests for changes, submit written recommendations to SLSCF and negotiate Change Orders, with final terms and price subject to approval by SLSCF.
  - 3.15. Review applications from all consultants, contractors, etc. for progress and final payments related to this project. Obtain and manage lien waivers in conjunction with pay requests.
  - 3.16. Review the Design/Build Team's Master Project Schedule and advise SLSCF on issues potentially impacting timely completion.
  - 3.17. Establish an electronic platform and protocols for the exchange of real-time project information between SLSCF, PM, the Design/Build Team.
  - 3.18. Maintain at the Project site, for SLSCF, all required permits and inspections, one PDF electronic record copy of Contracts, Drawings, Specifications, Addenda, Change Orders and other modifications, in good order, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Project Manager will make such records available to SLSCF during the performance of the work and upon completion of the Project will deliver them to SLSCF in electronic form.
  - 3.19. With SLSCF's maintenance personnel, design consultant, and commissioning agent,

observe the Trade Contractor’s final testing and start-up of utilities, operational systems and equipment.

- 3.20. Coordinate all inspections to determine whether the Work is substantially complete, including review and feedback regarding the Design/Build Team’s punch list.
- 3.21. Receive and review for completeness all manuals, warranty information, attic stock and record drawings for delivery to SLSCF.
- 3.22. Schedule and facilitate a Lessons Learned meeting at the conclusion of the project, including recording and documenting the meeting activities and submitting a report to SLSCF.

#### **4. PRE-BID MEETING**

SLSCF will hold a Pre-Bid Meeting on June 27, 2018 at 8:30AM in the Board Room of the Saint Louis Science Center, 5050 Oakland Ave., St. Louis, MO 63110.

- 4.1. The purpose of the pre-bid conference is to answer any questions firms may have may have in relation to the Request for Proposal.
- 4.2. We encourage firms to send any queries prior to the meeting. We will provide answers during the meeting. Please send inquiries to: [SLSC\\_Entrance@slsc.org](mailto:SLSC_Entrance@slsc.org). The answers will also be posted on the VendorRegistry.com website in FAQ format on or before June 29, 2018.
- 4.3. While attendance is not mandatory, please confirm your attendance for the pre-bid meeting by sending the following information to [SLSC\\_Entrance@slsc.org](mailto:SLSC_Entrance@slsc.org) no later than June 21, 2018. Please limit your representatives to a maximum of two.

Name of Firm:  
Name of Representative(s):  
Position(s):  
Direct Contact Phone Number:

#### **5. PROPOSAL FORMAT**

The Proposal will provide, in the following order, required information in order to demonstrate that the firm has the experience, knowledge, personnel and equipment needed to successfully complete its services. The proposal will be limited to 45 pages, single-sided, minimum 11 point font. The required submittals are:

- 5.1. Cover Letter: Provide a cover letter introducing your firm and proposal. Letterhead should indicate the address of the performing office.

- 5.2. Firm Overview: Provide an overview of the firm detailing the total number and discipline breakdown of professional staff, their professional credentials (i.e. CCM, PMP) and the history of the firm.
- 5.3. Project Management Firm Experience/Project Profiles: Provide a maximum of seven (7) project profiles. Preferred projects presented should demonstrate museum, cultural institution, or similar experience with the following: integrated project delivery, research and development, business incubation, adaptive reuse, and sustainability.
  - 5.3.1. For each project include the client name, project name, project location, summary of services performed, and construction budget. Provide references for three (3) of the projects, including name, title, and phone number.
- 5.4. Key Project Personnel/Project Organization:
  - 5.4.1. Key Personnel: Identified project manager and/or other project leads should have minimum 5 years' experience in the construction industry. Consideration will be given to a Leadership in Energy and Environmental Design (LEED) Accredited Professional. Construction Management Association of America (CMAA) Certified Construction Manager (CCM) designation preferred. Provide detailed resume for the Project Manager candidate and supporting professionals who will be performing the services. Resumes should include years of experience, summary relevant experience, education, professional registrations & certifications and awards/industry recognition.
  - 5.4.2. Project Organization: Provide an organizational chart. Identify roles and responsibilities, reporting relationships and use of sub-consultants/contractors. Identify whether project management services will be self-performed or utilize sub-consultants/contractors. Identify each sub-consultant/contractor.
- 5.5. Project Approach: Present your understanding of the Project and the scope of the services required. Include how your firm provides Project Management Services in the Design, Construction and Project Close-Out Phases.
- 5.6. Fee: The basis of compensation will be an Estimated Total Fee to provide the scope of services. Provide a breakdown by: 1) Pre-design Phase; 2) Design Phase; 3) Construction Phase; 3) Close-Out Phase; and 4) Reimbursable Expenses. Reimbursable Expenses will be listed in detail, separately, and at cost. Please submit fee proposal in a separate, sealed envelope.
- 5.7. Insurance: The firm will provide evidence of professional liability and business insurance, with a minimum of:
  - 5.7.1. Public Liability and Property Damage.
    - 5.7.1.1. Bodily injury liability, including death (\$1,000,000.00 each occurrence).
    - 5.7.1.2. Property damage liability (\$300,000.00 each occurrence).
    - 5.7.1.3. SLSCF will be a named Additional Insured.



- 5.7.2. Automobile Liability Insurance: Coverage for SLSCF, non-Owner, hired, leased and rented vehicles. Automobile liability insurance in an amount not less than \$1,000,000.00 combined single limit for Bodily Injury and Property Damage in any one occurrence.
- 5.7.3. Excess Liability Insurance: \$5,000,000.00.
- 5.7.4. Workmen's Compensation: Statutory benefits as required by the Workers Compensation Laws of the State of Missouri. Employers Liability is required of no less than \$500,000 per Bodily Injury by Accident and Bodily Injury by Disease (each employee and policy limit)
- 5.7.5. Professional Liability with a minimum limit of liability of \$2,000,000 per claim and in the aggregate. Such insurance will be maintained for a period of two (2) years following completion of the Project.
- 5.7.6. Coverage afforded under the policies will not be canceled, allowed to expire, or in any way changed, including alterations to conditions of the policy, until at least 30 day written notice or 10 day notice for nonpayment of premium has been given to SLSCF.
- 5.8. MBE/WBE Participation. It is SLSCF's goal to promote MBE/WBE participation in this Project. Note the qualifications of your firm in this regard, and describe the plans that would be utilized to promote such participation with any consultants or sub-contractors. (Participation to be noted on the Signature Page of the submittal.)
- 5.9. Signature Page (See Section 9)

## **6. SELECTION CRITERIA**

- 6.1. SLSCF will evaluate the proposals for the Owner’s Representative based on the following criteria:
  - 6.1.1. Education, experience, leadership capability, and past performance of presented project team.
  - 6.1.2. The experience of the proposed project manager in performing similar services for building projects of similar scope.
  - 6.1.3. The proposal will be examined for submission on time and verified that the Proposer has submitted both the documentation requested and is responsive to the detailed specifications for the project.
  - 6.1.4. The Proposer's Estimated Fee.
- 6.2. After the receipt of proposals, the selection committee will review the credentials of each firm. SLSCF reserves the right to select based solely on the strength of the proposals.
  - 6.2.1. Firms may be shortlisted and selected for an interview. Selected firms will make presentations to, and will be interviewed by, a committee which will evaluate, select, and recommend the firms deemed best qualified to undertake a project of this size and scope, based on quality of work as judged from previous experience and references and staff capabilities.
  - 6.2.2. Key staff members from the prospective firm are expected to participate in the interview.
  - 6.2.3. SLSCF will negotiate with the firm selected for professional services and compensation SLSCF determines to be fair and reasonable. If negotiations with the selected firm cannot be consummated to the satisfaction of SLSCF, then the firm will be so notified in writing and negotiations may be initiated with other firms recommended by the committee.
- 6.3. If selected as the Owner’s Representative, the successful firm will be disallowed from consideration on any other aspects of the project.
- 6.4. SLSCF does not obligate itself to accept the lowest proposal or any proposal, and reserves the right to waive any informalities in any or all of the proposals, and to reject or accept any proposal.

## 7. SUBMITTAL REQUIREMENTS

7.1. Notice of Intent to Bid: Each responding firm will email The Saint Louis Science Center Foundation's point of contact, shown below, affirming they intend to submit a proposal. Include submitting firm's point of contact information. (See Section 8. Notice of Intent to Bid.)

7.2. Questions: All questions regarding this RFP are required in writing, via email, to:

Mr. Ron Schultz  
Managing Director – Facility Operations  
Saint Louis Science Center Foundation  
5050 Oakland Ave.  
St. Louis, Missouri 63110  
[SLSC\\_Entrance@slsc.org](mailto:SLSC_Entrance@slsc.org)

7.2.1. Please direct all written questions during the proposal preparation phase to this individual only. A complete list of questions and answers will be provided to all continuing prospective bidders.

7.3. Proposal Submission: Firms interested in providing Owner's Representative Services for the project are to submit a hard copy Proposal to the address shown here and an electronic PDF version via email to:

Mr. Ron Schultz  
Managing Director – Facility Operations  
Saint Louis Science Center Foundation  
5050 Oakland Ave.  
St. Louis, Missouri 63110  
[SLSC\\_Entrance@slsc.org](mailto:SLSC_Entrance@slsc.org)

7.4. All Proposals must be received by SLSCF by 12:00 PM CDT on July 10, 2018. Proposals received after this date and time may not be considered. All proposals in response to this RFP should be clearly marked "**RFP: Owner Representation Services**".

7.5. Amendments and information related to the RFP will be distributed via posting to VendorRegistry.com.

## 8. NOTICE OF INTENT TO BID

### **Owner Representation/Project Management Services For Main Entrance Addition Project**

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Directions: All potential Bidders are required to submit this Notice of Intent to Bid on or before July 2, 2018 to:

Mr. Ron Schultz,  
Managing Director – Facility Operations  
Saint Louis Science Center Foundation  
[SLSC\\_Entrance@slsc.org](mailto:SLSC_Entrance@slsc.org)

This form is posted on the VendorRegistry.com site.

Submitting a Notice of Intent to Bid does not commit a prospective Bidder to submit a Proposal. However, Bidders who do not submit a Notice of Intent to Bid will not be sent any further notices regarding this RFP.

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**Saint Louis Science Center Foundation: This is to notify you that it is our present intent to submit information in response to the above referenced Request for Proposal.**

Firm:			
Mailing Address:			
Telephone:			
Contact's Name:			
Contact's Title:			
Contact's Email:			
Contact's Phone(s):			
Notice of Intent Submitted By:			
Title:			
Signature:		Date:	

## 9. SIGNATURE PAGE

I certify that I am not currently an employee of Saint Louis Science Center and, to the best of my knowledge, none of my firm's employees or agents are currently employees of the Saint Louis Science Center. I also certify that I am not related to any Saint Louis Science Center employee or member of its Board of Commissioners. (Note: If you cannot certify the above statements, please explain in an attachment.)

Proposal Submitted By:	MBE/WBE Participation
Firm: _____ Address: _____ _____ _____ Signed: _____ Name: _____ Title: _____ E-mail: _____ Date: _____ / _____ / _____	Respondent firm states that it is a... <input type="checkbox"/> Minority Business Enterprise (MBE) <input type="checkbox"/> Women's Business Enterprise (WBE) <input type="checkbox"/> Neither ...as defined in Section One of <a href="#">Executive Order No. 47</a> <sup>1</sup> issued by the City of St. Louis Mayor's Office.

*Failure to sign and return this Signature Page with your bid may be cause for rejection. Please complete this page.*

<sup>1</sup> <https://www.stlouis-mo.gov/government/departments/sldc/documents/upload/mayor-saly-executive-order-28-06192013.pdf>