

REQUESTS FOR PROPOSALS

Old North St. Louis Restoration Group
1306 St. Louis Avenue, St. Louis, MO 63106
www.onsl.org | 314-241-5031

The Old North St. Louis Restoration Group (ONSLRG) issues this Request for Proposals (“RFP”) for a qualified firm or firms to manage the development processes of our Monroe & Warren real estate portfolio. ONSLRG encourages collaboration among various service providers that may have unique strengths and experiences in certain disciplines necessary for the successful completion of the project described in this RFP.

- RFP Released: January 12, 2022
- Questions Answered by: February 1, 2022
- RFP Due by 5:00pm on: February 15, 2022

SEND PDF ATTACHMENTS VIA EMAIL BY 5:00PM on 2/15/2022 TO:

Annessa Blackmun
Board President
Old North St. Louis Restoration Group
realestate@onsl.org
cc: info@onsl.org

ONSLRG does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individuals status in any group or class protected by applicable federal, state or local law. ONSLRG encourages applications from minorities, women, the disabled, protected veterans and all other qualified applicants.

Contract Work Summary:

The Old North St. Louis Restoration Group is a nonprofit community development corporation founded by residents in 1981 and located in the Old North neighborhood of St. Louis, MO. Our mission is to strengthen the physical and social dimensions of the Old North neighborhood in a manner that reflects, demonstrates, and celebrates its historic, cultural, and urban character. Our vision is realizing an Old North that is a historic, sustainable, and welcoming neighborhood offering a high quality of life for a diverse community. Since its inception, the organization along with its partners has implemented more than \$40,000,000 in both residential and commercial development projects. Currently, the organization is operated by an elected Board of Directors (the Board), and an active Real Estate Committee all of whom are beholden to the members in good standing of the organization.

This RFP is for Real Estate Project Management to support our work in developing a small portfolio of both market-rate and affordable for-sale housing using federal funding recently awarded from the Community Development Administration (CDA) with construction to be completed in 2022. This individual or project management firm will be a large contributor to supporting the work of the all-volunteer Board of Directors and highly engaged Real Estate Committee.

Current Portfolio for Development

Property	Type	CDA Gap Finance Award	Tentative Total Development Cost Budget	Sqft	Goal Sales Price⁺	Original Anticipated Sale Date
1312 Warren	Historic Rehab	\$300,000	\$485,000	2,967	\$205,000	Dec 2022
1308 Monroe	New Construction	\$242,000	\$404,000	1,750	\$150,000	Apr 2023
1312 Monroe	New Construction	\$242,000	\$402,500	1,750	\$150,000	Apr 2023

⁺ Sales price subject to change pending receipt of additional grant subsidy

The Project Manager (PM) leads the project in order to manage and deliver construction projects on-time, within budget. The PM serves as a liaison between all functions: board of directors, vendors, general contractor, subcontractors, realtors, etc. She/he/they establishes project goals and tracks progress, while maintaining professional communication between all parties. The ideal PM/team is able to handle multiple projects at once, is an innovative problem-solver, and maintains a positive attitude throughout the duration of a project. Above all, the PM/team must be organized, accountable, and possess technical knowledge necessary to build a home using CDA federal funding sources and processes.

Contract Responsibilities:

- **Relationships:** Comfortably and professionally maintain positive relationships with all parties, throughout the entire process, from permitting to job completion
- **Project Management:** Ensure that project scope is completed on time and within budget, key decisions and corresponding contract changes are clearly communicated to the Board and documented, all inspections and corresponding reports are performed, signed off, issued and documented;
 - Lead all aspects of project construction including managing general contractors, architects and all outside consultants
 - Ensure site control and suitability, including zoning, compliance with environmental regulations and entitlements
- **Document Control:** Maintain current contract documents through a shared file system, update commitments, work with Board & Disbursement Company to get subs and vendors paid in a timely manner, bill clients and assist with receivables when necessary.
 - Oversee all loan draws and disbursement requests including final close-outs and conversions
 - Understand and comply with all required CDA document retention instructions

Desired Skills and Experiences:

- At least 5 years of construction project management experience
- Experience managing multiple projects with budgets in excess of \$1,000,000
- Understanding of building code and technical construction technologies
- Understanding of CDA housing construction funding awards and experience working with nonprofit housing developers
- Experience with managing historic rehabilitation projects
- Highly organized, energetic, focused, positive attitude, and detail-oriented
- Self-directed with a high level of initiative and a 'can do' attitude, ability to work independently but also a team player: dedicated to the success of the team
- Demonstrated ability to consistently meet deadlines and follow through with tasks and responsibilities
- Highly resourceful problem solver
- Ability to communicate clearly and concisely with clients, vendors, subcontractors, curious neighbors, etc. via email, in person, and on the phone

Proposal Content:

1. ***Experience of Firm.***

Provide a detailed description of the individual/firm's experience in providing similar services, including examples of prior projects. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved. Identify any prior experience working with nonprofit housing developers or managing housing development award grants from the Community Development Administration. Additionally, identify any projects or conflicts that may impact the Services.

2. ***Experience/Qualifications Professionals.***

Provide the qualifications for each individual who may be assigned to provide the Project Management Services and designate the individual who would have primary responsibility for oversight of the Services (if more than one individual). Provide the qualifications of all sub-consultants that would provide any portion of the Project Management Services.

3. ***Project Approach.*** Provide a detailed description of the firm's recommended approach to provide the Services as identified, including a narrative of how time will be managed, regular communications conducted, reporting, relationship management, measurement of success, etc.

4. ***Availability and Timeline.*** Provide a statement of the firm's availability and proposed estimated timeline to complete the initial projects outlined.

5. ***Approach to Diversity, Equity, and Inclusion.*** Provide a description of the firm's approach to diversity, equity, and inclusion in providing the Services.

6. ***Proposed Fees/Expenses.*** Proposals shall clearly state all fees and expenses to be charged for the performance of the Services:

- a. It is anticipated that bidders will provide a maximum not to exceed fee amount for the Services, payable in monthly installments throughout the contract period.
- b. If the fee is based on an hourly rate, provide the hourly rates (with any applicable nonprofit discounted rate) to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel.
- c. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.

Selection Criteria

Proposals submitted will be reviewed by the ONSLRG Board of Directors and Real Estate Committee for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

- Qualifications, expertise, and experience of the firm;
- Qualifications, expertise, and experience of the individuals assigned from the firm and of any sub-consultants;

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- Project approach;
 - Availability and timeline to provide the services;
 - Approach to diversity, equity, and inclusion;
 - Cost; and
 - Responsiveness of the firm to the RFP categories.

ONSLRG actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. Any relevant MBE/WBE or like certifications may be included in the proposal. ONSLRG does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms & Conditions

The following terms and conditions apply:

1. ONSLRG reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. ONSLRG also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit ONSLRG to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of ONSLRG. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response, each responding firm agrees for itself, its successors and assigns, to hold the Old North St. Louis Restoration Group and all of their various directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding firm acknowledges having read this RFP in its entirety and agrees to all terms and conditions outlined here.

Submission of RFP

**To be considered, proposals must be received no later than 5:00 PM CST on February 15, 2022.
Proposals received after the deadline may not be considered.**

Timeline:

- RFP Released: January 12, 2022
- Questions Answered by: February 1, 2022
- Proposals Due by 5:00pm on: February 15, 2022

RFP submissions should be in PDF (recommended) or Word format if being sent digitally.

All questions regarding this email should be sent to Annessa Blackmun, realestate@onsl.org SUBJECT: Real Estate RFP with info@onsl.org in the cc: field.

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SUBJECT LINE: Real Estate RFP