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County Executive



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March 24, 2023

ADDENDUM NINE

ISSUED BY THE DIRECTOR OF PROCUREMENT, ST. LOUIS COUNTY

TO: All Potential Proposers

From: David Wahl, Purchasing Manager

Subject: Request for Proposals #2022-14
St. Louis County 2050: An Equitable and Sustainable Comprehensive Plan
Deadline Reminder and Submission Instructions

All proposal submissions shall be made on the RFP Submissions page by navigating to Phase 2: Written Proposal & Required Forms Submittal at www.stlouiscounty2050.com.

The deadline to submit proposals is Friday, March 31, 2023 at 11:59 p.m. CDT. The County highly recommends proposers submit their materials no later than **11:00 a.m. on Friday, March 31, 2023** to allow for any technical troubleshooting during regular business hours. County staff will not be available after 4:30 p.m. to assist with submission issues. Contact David Wahl at DWahl@stlouiscountymo.gov if submission issues arise.

The County requires only one designated individual from the prime contractor representing the entire proposing team complete the submission process. That individual is required to use a Google login to complete the submission process, and all submitted items will be tied to that login.

Your login includes a dashboard where you can access all the forms you have submitted. To access your dashboard, open any of the tickets and sign into your Google account. Your name will appear in the upper right corner of your screen. Follow the drop-down dialogue box to your dashboard. Once there you can review your submittals and send comments if you note any problems with your forms or documents.

While submitting forms, if any screen asks "Do You Need More Help?" click 'Yes' to proceed. Any field with a red line is required and will not permit you to proceed without a response.

1. STLCO 2050 Proposal Submission

Use this ticket to submit a .PDF of the proposal. Identify the proposal name, the prime contractor, and any subcontractors in the required fields.

Keep the name of the .PDF to fewer than 25 characters and do not use spaces or special characters. The .PDF must be smaller than 4mb. The system may reject your file if it is too large or if the title is too long or contains special characters. A fail-safe submission method is available if you cannot successfully submit your file.

2. Project Team Expertise

Use this ticket to submit information on the key personnel from the proposing team. Each key personnel profile is submitted as a separate form. You may submit as many forms as necessary for the key personnel leading your proposal.

The form asks whether each key personnel work for a firm which is a M/WBE enterprise. This question is general in nature and is not to be construed as responding to the M/WBE ticket. Note that the County only offers incentive for prime contractors that are M/WBE enterprises.

3. Business Reference – Prime Contractor

Use this ticket to submit business references for the prime contractor only. You are required to submit three business references for the prime contractor and may submit one form for all three references. If you wish to submit more than three references, you may complete a second form.

4. Business Reference – Subcontractor

Use this ticket to submit business references for subcontractors only. You are required to submit three business references for each subcontractor and may submit as many forms as necessary to cover each subcontractor.

5. Sustainability Programs

Use this ticket to submit information describing the proposing team's sustainability initiatives. You are required to submit one sustainability programs form for the entire proposing team.

This ticket is **required**, however the provided information is not used in the scoring process.

6. M/WBE Certification

Use this ticket to submit documentation showing the prime contractor's acceptance into either the Missouri Department of Transportation's or Lambert-St. Louis International Airport's M/WBE program. This is not available for subcontractors.

This ticket is **optional** and is not required if the prime contractor is not a certified M/WBE firm. Establishment of the prime contractor as a M/WBE firm provides a 15% score credit.