

Donald Danforth Plant Science Center  
975 N. Warson Road  
St. Louis, Missouri 63132

Friday, March 22, 2024

Subject: Request for Qualifications for Professional Design Services

Dear Potential Respondent:

Your firm is invited to submit statements of qualifications for the professional design services for a Preconstruction, Programming, and Planning Study for graduation space in the 39 North AgTech Innovation District. Proposers shall submit six (6) hard copies and one (1) electronic copy of your qualifications. Submissions will be accepted until **4:00 PM CST Friday, April 19, 2024**.

All questions and clarifications should be addressed in writing to Joe Sweitzer, Owner Representative, [joe@navigatebuildingsolutions.com](mailto:joe@navigatebuildingsolutions.com) by 12:00 noon, **Monday, April 15, 2024**.

Submittals shall be no more than forty (8.5" x 11") pages in total length (not including cover, table of contents, or section dividers). Double sided content counts as 2 pages. All pages must be sequentially numbered within each section. An identifiable tab sheet must precede each submission section. Include a detailed index for easy reference.

Statements of Qualifications will be accepted at:

Donald Danforth Plant Science Center  
ATTN: **Georgia Knobbe**  
975 N. Warson Road  
St. Louis, MO 63132

Please review the attached for details regarding the Owner's expectations for qualifications. Thank you in advance for your interest in working with Donald Danforth Plant Science Center and 39 North.

Sincerely,

**Georgia Knobbe**  
Donald Danforth Plant Science Center

**REQUEST FOR QUALIFICATIONS  
PRECONSTRUCTION STUDY AND PLANNING SERVICES  
ARCHITECTURAL AND ENGINEERING PROFESSIONAL SERVICES**

*Issued by 39 North*

**Friday, March 22, 2024**

**REVISED March 27, 2024 – Changes noted in red text.**

**Proposals Due By: Friday, April 19, 2024 at 4:00pm CST**

Donald Danforth Plant Science Center  
ATTN: **Georgia Knobbe**  
975 N. Warson Road  
St. Louis, Missouri 63132  
[gknobbe@danforthcenter.org](mailto:gknobbe@danforthcenter.org)

## Introduction

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The Donald Danforth Plant Science Center was awarded a grant from the St. Louis County Port Authority to perform pre-construction studies for graduation space in the 39 North AgTech Innovation District. At the Danforth Center, agriculture and agri-food tech companies have access to over \$50 million in best-in-class shared core facilities, which supports cutting-edge research and the creation and attraction of companies to the region. The Helix Center offers young companies access to lab and office space under the guidance of an incubator program. However, as companies garner early venture funding and mature on their path toward commercialization and stabilization, they need to relocate to affordable spaces that support their growth. The STL2030 Jobs Plan calls for an increase in the stock of affordable lab/office space near innovation districts to create new options for startups that outgrow early-stage locations such as incubators and co-working spaces. A recent Life Science Grad Space Market Study by BioSTL anticipates a potential demand for 250,000 square feet of graduation space for bioscience companies in the region. In addition, with the recent launching of 39 North AgTech Innovation District as its own independent entity, the interest in the district is increasing significantly and more space is needed to accommodate a growing number of agri-food tech startups and scale-up companies.

In alignment with the 39 North Master Plan and the plans outlined in the recent launch of the new 39 North entity, the STL 2030 Jobs Plan, and Life Science Grad Space Market Study, the pre-construction studies will advance the development of affordable graduation space to meet immediate demand that will help keep companies and the high-paying jobs they are creating in 39 North and stimulate economic development.

## Project Description

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This pre-construction study project includes producing architectural and engineering pre-construction assessments of three buildings for use as “graduate” space for growing post-incubator companies, primarily in the ag-tech sector.

Specifically, pre-construction studies should include a building condition assessment, ALTA survey and zoning confirmation, hazardous material (HazMat) survey, environmental site assessment (Phase 1 & Phase 2), space programming, space planning, conceptual design, and construction feasibility.

*Note: This RFQ does not include overall Project Management services. NAVIGATE Building Solutions has been contracted as Project Manager to oversee all activities related to this project. The firm selected to perform the services will work directly with that Project Manager to assure timely and satisfactory deliverables.*

## Scope of Services

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Donald Danforth Plant Science Center and 39 North has identified three buildings near the Helix Center and Danforth Center as potential graduation space for regional agri-food tech companies. The identified spaces previously served other needs and must be converted to mixed-use laboratories and office space.

The selected firm will be engaged to perform qualified architectural/engineering (A/E) services, environmental consulting, and surveys to perform pre-construction studies, including:

- building condition assessment
- space programming
- space planning – create three scenarios that would be feasibility solutions for using the building as graduation space
- conceptual design - provide renderings of project scope that match the space planning scenarios
- construction feasibility

Services to be contracted at a later date, as required:

- ALTA survey and zoning confirmation
- hazardous material (HazMat) survey
- environmental site assessment (Phase 1 & Phase 2)

Deliverables will serve as collateral material to assist Donald Danforth Plant Science Center, 39 North, and regional collaborators in recruiting investors, developers, and tenants to the 39 North Innovation District.

NAVIGATE Building Solutions has been contracted as Project Manager to oversee the timeline and satisfactory completion of all elements of this project.

The project is expected to be completed in accordance with the following schedule:

1. Issue A/E RFQ – Friday 03/22/2024.
2. A/E Responses due (3 weeks) – Friday, 04/19/2024 at 4:00 pm CST
3. Shortlist Selection and Notification – Thursday 04/25/2024
4. Interviews (if necessary) – Thursday 05/02/2024
5. Anticipated A/E Selection – Friday 05/03/2024
6. A/E Fee Negotiations (2 weeks) – 05/06/2024 to 05/16/2024
7. A/E Contract Approval – Friday 05/19/2024
8. Planning Study Phase Start – Monday 05/22/2024
9. Planning Study Phase Complete – on or before Monday 09/09/2024.

## Proposal Content

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Proposals must include, at a minimum, the following information:

1. **Experience of Firm.** Provide a detailed description of the firm's experience in providing similar services. 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 the Danforth Center or 39 North. Specifically identify any projects or conflicts that may impact the Services. Provide the following information on the lead Firm:
  - Date, state and type of business organization
  - Federal and State tax ID numbers
  - Names of Owners, Principals and/or Officers
  - Civil or criminal claims, judgments or suits within the last ten (10) years
  - Evidence of the Firm's financial wherewithal to complete the project
  - The name, title, email address, mailing address and telephone number of the officer authorized to represent the Firm
2. **Team Structure.** Include an organizational chart depicting all sub consultants to be used on the project, each sub consultant's area of responsibility, and their relationship to your Firm. Provide a table listing the projects your Firm has completed with each sub consultant.
3. **Experience/Qualifications of Assigned Professional(s).** Provide the qualifications for each individual who may be assigned to provide the Services. Designate the individual who would have primary responsibility for oversight of the Services. Provide the qualifications of all sub-consultants that would provide any portion of the Services.
4. **Project Understanding, Availability and Approach.** Describe your understanding of the project and approach to delivering the design services requested. Provide a statement of the firm's availability to provide the Services. Provide a detailed description of the firm's approach to provide the Services as identified herein. Provide a detailed schedule and supporting narrative of how your Firm will accomplish this objective. Please identify regulatory submissions/review times, and anything required of the Client to facilitate your timely completion.
5. **Under-Represented Business Participation.** The project has a twenty percent (20%) participation goal for under-represented businesses including Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Immigrant-owned Businesses, Veteran-owned Businesses, and Labor Surplus Area Businesses when possible. Provide a description of the firm's approach to under-represented business participation in providing the Services.

## Interviews

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Upon review of all responsive Statement of Qualification's using the criteria outlined above, the Client may select up to three Firms to interview. Firms may be selected for interviews or questioned for clarification by the Selection Committee; however, the Client may choose to proceed without interviewing any respondents.

Firms selected for onsite interviews must include an overall Project Manager, lead designer and key engineering partners as part of the interview team (interview teams will be limited to 5 total representatives). This Project Manager will be identified in the RFQ response, and it is the expectation of the Client that this manager will lead the actual implementation if a contract is awarded.

## Selection Criteria

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Proposals submitted will be reviewed by 39 North's staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm
2. Qualifications, expertise, and experience of the individuals assigned from the firm and of any sub-consultants.
3. Availability and approach to provide the Services.
4. Approach to under-represented businesses participation.
5. Responsiveness of the firm to the RFQ categories.

Donald Danforth Plant Scient Center and 39 North actively encourage submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. Donald Danforth Plant Scient Center and 39 North do 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 and Conditions

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The following terms and conditions apply to all proposals:

Donald Danforth Plant Scient Center and 39 North reserve the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFQ 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 RFQ. Additionally, any and all RFQ project elements, requirements and schedules are subject to change and modification. Donald Danforth Plant Scient Center and 39 North also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.

This RFQ does not commit Donald Danforth Plant Science Center and 39 North to award a contract, defray any costs incurred in the preparation of a response to this RFQ, or contract for any services. All submitted responses to this RFQ become the property of Donald Danforth Plant Science Center and 39 North. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.

By accepting this RFQ and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold Donald Danforth Plant Science Center, 39 North, 39 North AgTech Innovation District, and all other affiliated entities, St. Louis County, the Port Authority, NAVIGATE Building Solutions, and all of their various agents, commissioners, 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 RFQ, revising this RFQ, 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.

By submitting responses, each responding party acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.

Responses shall be open and valid for a period of ninety (90) days from the due date of this RFQ.

## **Insurance**

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If selected the Firm shall agree provide insurance with the coverage stated below:

1. Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Two Million Dollars (\$2,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
2. Workers compensation insurance: Statutory coverage per R.S.Mo. 287.010 et seq
3. Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
4. Professional liability insurance coverage in the amount of One Million Dollars (\$1,000,000) for each claim.

All insurance policies shall be primary policies with bona fide insurer maintaining at a minimum an "A" rating. CGL policy shall name Owner and related parties as additional insureds. The policies shall provide that the insurance companies shall notify Owner at least thirty (30) days in advance of the effective date of any modification or termination of the policy. The Firm shall provide Owner, prior to execution of an Agreement and upon its request from time to time, proof of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Missouri.

**Contract**

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A draft contract is included for your review and consideration prior to submission.

**Anticipated Fee for Services**

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Donald Danforth Plant Scientist Center and 39 North has an anticipated fee for services for this project based on the following schedule of services.

<b>Scope of Services</b>	<b>Estimated Value</b>
Site Condition Assessments	\$10,700
Space Programming	\$21,500
Space Planning and Conceptual Designs	\$32,100
Construction Feasibility	\$21,400

All expenses and reimbursables are included in the above values.

**Submission Guidelines**

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**To be considered, proposals must be received no later than **Friday, April 19, 2024 at 4:00 PM CST.** Proposals received after the deadline identified above will not be considered.**

Questions about this RFQ and submission should be sent by email to:

Joe Sweitzer, Senior Project Manager  
[joe@navigatebuildingsolutions.com](mailto:joe@navigatebuildingsolutions.com)  
NAVIGATE Building Solutions  
8419 Manchester Road  
Brentwood, MO 63144