



4512 Manchester Avenue, Suite 100
Saint Louis, MO 63110
P. 314-535-5311
EuclidSouthCID.org

REQUEST FOR PROPOSAL (RFP)

Construction Project Manager

Proposals must be submitted no later than 5:00 P.M. on April 12, 2021. Proposals must include all requested materials to be considered (bid, previous experience, references, etc.). Proposals may be submitted only in the following ways:

[Preferred Emailed to Ashley@pcd-stl.org](mailto:Ashley@pcd-stl.org)

OR

Mailed:

Euclid South Community Improvement District
c/o Ashley Johnson
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions concerning the RFP, please contact Ashley Johnson at (314) 678-7762 or ashley@pcd-stl.org



Section I: INTRODUCTION

The Euclid South Community Improvement District (Euclid South) is seeking proposals from professional construction management services with a focus on streetscape infrastructure. Selection of the successful agency will be made based on evaluation and determination of the ability of the responding agency to deliver quality service in a cost-effective manner. The term of this contract shall be for a one (1) year period or until project is complete completion

Agencies may bid on construction management services cited in Section III: Scope of Services. This RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and experience
2. Relevant Contractor Project Manager Experience
3. Professional costs
4. Provide at least three (3) client references

The Euclid South's Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All Bidders must hold a valid St. Louis (City) business license or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Section II: CONTRACT TERMS

The term of this contract shall be for a one (1) year period or until project is complete completion - unless terminated by either party with a written notice thirty (30) days in advance.

Agency shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency's rules and regulations, as well as any other policy established by the contracting parties.

Agency shall ensure hiring, training and administration of motivated and professional employees that meet or exceed the standards of both The Euclid South Community Improvement District Board and its Administrator.

A copy of Agency's workers' compensation insurance per the State of Missouri and \$1M certificate of general liability coverage which names The Euclid South Community Improvement as additionally insured will be made addendums to the contract.

Agency shall respond as necessary to accommodate additional hours or services as may be requested by Euclid South Community Improvement District.

Section III: SCOPE OF SERVICES

Construction Management Services (see attached service area map)

1. Preconstruction Phase:
 - a. Track cost estimates against budgets monthly
 - b. Assist and manage team meetings with the CID, Contractors and Public
 - c. Prepare a detail project schedule, including sites, and phasing. Provide regular schedule updates.
 - d. Provide comprehensive construction phase administration which would include on-going full-time supervision, project management and inspection of work, review shop drawings, preparation of change orders, contractor payment estimates, final inspections, and submitting projects completion reports. Also, finish submittal review process to maintain construction schedule.
 - e. Project Manager should attend design meetings.

2. Construction Phase:
 - a. The Project Manager will be responsible for managing the site and coordinating all construction activities.
 - b. Review all project documents and communicate with owner, design team and contractor about any errors or gaps in scope.
 - c. Attend all OAC meetings and draft formal reports for Owner on status and any items of risk.
 - d. The Project Manager will be required to submit an overall project schedule. The schedule shall include all construction activities and shall provide adequate detail to achieve the required completion for each project phase. The schedule should be updated and submitted to the CID Board of Directors. If project is not on schedule, develop recovery plan.
 - e. The Project Manager should report all construction contingency allocations.
 - f. Work with the CID, and Contractors/Design-Build Entity to clearly define roles and responsibilities during construction and develop a construction management plan.
 - g. Coordinate with the CID Administrator to establish notification procedures for any street shutdowns for the project of the work.
 - h. Coordinate the testing, inspection and conduit site visits to verify construction progress, review completed work and its quality of workmanship is in compliance with plans and specs.
 - i. Coordinate the activities of the multiple contracts between projects to assure they are not interfering with each other.
 - j. Review all CO's including Owner driven as well as scope gap and make sure contractor is pricing appropriately and getting multiple bids.
 - k. Produce monthly cost reports to monitor the current and project final costs of the project. Prepare cash flow projections as needed.
 - l. Review and approve all progress payments.
 - m. Produce monthly management report summary defining the progress of the work.

- n. Field inspection to evaluate work in progress to confirm that it conforms to the contract documents.

Section IV: INSTRUCTIONS TO BIDDERS

Proposals must include be received, preferred by email, or mail no later than **5:00 P.M. Monday, April 12, 2021.**

Proposals must include all requested materials to be considered. Please send proposals:

Euclid South Community Improvement District
c/o Park Central Development
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110
Attn: Ashley Johnson

Questions should be addressed to Ashley Johnson at Ashley@pcd-stl.org or 314-678-7762.

Euclid South Community Improvement District Boundaries & Service Area Map

