

# City of St. Louis Treasurer's Office



## Request for Proposals

### Parking Facilities 10 YEAR CAPITAL MAINTENANCE STUDY

Proposals due no later than 3:00 pm, November 4, 2024

## 1) Opening Statement

The City of St. Louis Treasurer's Office ("Office") is seeking consulting engineering services to update the Parking Facility Condition Assessment previously conducted by Kimley-Horn in 2017.

## Project Background & Understanding

The Parking Division of the City of St. Louis owns and operates eight parking facilities, including six (6) parking garage structures and two (2) surface parking lots. The eight parking facilities are designated as follows;

1. Argyle Parking Facility
2. Central Downtown Parking Facility
3. City Hall Municipal Parking Lot
4. Cupples Station Parking Garage
5. Justice Center Parking Garage
6. Kiel Center Parking Garage
7. Park East Lofts Parking Garage (Nine North)
8. Williams Parking Lot

As required by the standing debt financing instrument for these facilities, the City is required to conduct periodic reviews (every 3 years) of the Parking Division's Capital Maintenance Program including review and accounting of the financial reserves to support the necessary ongoing maintenance for these City assets. The City last conducted such a financial review in 2010 (Final Report dated May 4, 2010). Following that review and as recommended in the Final Report, the City engaged Kimley-Horn and Associated, Inc. to conduct a comprehensive Condition Assessment and development of a Capital Maintenance Plan including detailed estimates for anticipated 10-year maintenance and repair costs for all eight (8) City parking facilities. That review was completed in December 2010. In 2013, as stipulated by the debt financing instrument for these facilities, the City engaged the services of Robert Mehlville to update the financial review of the Parking Division's Capital Maintenance Program with specific focus on the accounting of necessary financial reserves for future maintenance of all City facilities. The 2013 review accounted for recent (2011-2013) actual expenditures (verses the estimates developed by Kimley-Horn) and expenditures in the (2014-2016) three year period. The City engaged Kimley-Horn and Associated, Inc., again in 2016, to conduct a comprehensive Condition Assessment and development of a Capital Maintenance Plan including detailed estimates for anticipated 10-year maintenance and repair

costs for all eight (8) City parking facilities. That review was completed in early 2017.

### ANTICIPATED SCOPE OF SERVICES

1. Review 2017 Kimley-Horn and Associates Capital Maintenance Plan (10-Year Maintenance and Repair Cost Estimates)
2. Review actual maintenance/ repair expenditures made during the period of 2017-2024. (Documentation from those projects will be provided upon formal request.)
3. Review anticipated actual expenditures planned by the City over next year.
4. Draft 2026 Condition Assessment Findings Update Report for each Facility.
5. Draft 2026 (Deficiencies Priority 1-3) Cost Estimate for each Facility.
6. Draft 2026 Condition Assessment & Capital Maintenance 10 Year Plan - 2026 Update (spreadsheets for each facility)
7. Review Draft documents (report and spreadsheets) with City staff and address comments
8. Final 2026 Condition Assessment Findings Update Report for each Facility.
9. Final 2026 (Deficiencies Priority 1-3) Cost Estimate for each Facility.
10. Final 2026 Condition Assessment & Capital Maintenance Plan -2026 Update (spreadsheets for each facility)
11. The following tasks should be included as part of the proposal;
  - Task 1 – Initial Project Coordination
  - Task 2 – Parking Facility CA Update Site Observations
  - Task 3 – Parking Facility CA Addendum Reports
  - Task 4 – Parking Facility Capital Management Study Report

**Schedule for work to be submitted for review and approval.**

### **2) Qualification Requirements and Proposal Format**

The responses to the RFP shall include the following information:

1. A summary of the proposal;
2. The history and company profile of the consultant(s);
3. A summary of recent (past three years) projects completed by consultant.
4. Anticipated Schedule Timeline.
5. References from recently completed projects.

The following are the key criteria that will be used to evaluate the proposals:

<b>Topic</b>	<b>Number of Points</b>
Pricing	30
Schedule	30
References	30
MBE/WBE participation	10
<b>Total</b>	<b>100</b>

### 3) Schedule

The following is a listing of key proposal and project milestones:

RFP Release	October 14, 2024
Consultant to Submit Questions	October 18, 2024
City Response to Questions	October 23, 2024
Proposals due	November 4, 2024
Selection Announced	November 8, 2024

### 4) Proposal Due Date and Location

RFP submittals are due no later than **3:00 PM on November 4, 2024** at the following location:

**Treasurer's Office, City of St. Louis  
421 So. 10<sup>th</sup> Street (Cupples Garage)  
St. Louis, MO 63102**

Late proposals may not be accepted and the envelope must be marked referencing the project: **Proposal for Parking Facilities 10 Year Capital Maintenance Study**. Proposers must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive.

Public access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021), and regulations adopted pursuant thereto.

### 5) Department Contact / Requests for Clarification

Prospective responders may direct questions **in writing only** to:

**Lenny Freeman**  
Parking Administrator  
Email: FreemanL@stltreasurer.org

Fax: 314-622-4246

All questions are due no later than October 18, 2024. Questions will be answered in writing by October 23, 2024 and will be sent to all proposers and will be posted on our website at <https://www.stlouis-mo.gov/government/departments/treasurer/documents/rfp-parking-facilities-10-year-capital-maintenance-study.cfm> . The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.