

**The Urban League of Metropolitan St. Louis**

**Requests Proposals for AV EQUIPMENT for the Urban League –  
Dellwood Senior Housing Project**

**for**

**Urban League Senior Housing Project – Dellwood Senior  
St. Louis, Missouri**

**Issue Date: October 19, 2023**

**Submission Date: November 3, 2023**

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## **Part One: General Conditions**

### **1.1 Overview**

This Request for Proposal (RFP) is issued by the Urban League of St. Louis, Missouri for AV EQUIPMENT for the Urban League- Dellwood Senior Housing Project. The RFP process consist of two parts:

- Any Site Meeting Coordination Needed – Week of Oct 23rd
- Submission of Proposal

### **1.2 Project Description**

Urban League Senior Housing at Dellwood (the “Development” or the “Project”) will consist of a 44-unit mixed income, senior (62 +) apartment community located in Dellwood, Missouri (St. Louis County). The Project consists of a three-story brick and fiber cement building that will include 40 one- bedroom and 4 two-bedroom units. The Project site is located at 9947 W. Florissant Avenue in Dellwood, Missouri and located in the “West Florissant Corridor” of Dellwood. Amenities included in the design are a senior citizen community center, as well as in-unit laundry. Exterior amenities include free parking, enhanced security features and an on-site management company.

## **Part Two**

Scope of Services: FURNISH & INSTALLATION OF AV EQUIPMENT on the Dellwood Senior Housing Project

### **2.1 Introduction**

### **2.2 Detailed Scope of Services**

AV Equipment: Provide audio visual appropriate for the size and space based on site visit and included marked up floor plan. Contractor to provide necessary electrical required that is not in place at this time. Common area requires 2 televisions with camera capabilities to host meetings needing visibility. Additionally, there is to be speakers throughout the common area to allow music, announcements, meetings, etc. to be broadcast throughout. Contractor to include any permitting required.

\*An alternate should be provided to include speakers in the corridors for each level with the ability to zone each area as needed.

(see attached exhibits)

## Part Three:

### Selection Process

#### 3.1 Selection Process

We strongly encourage participation by minority and women business at the local level.

The selection process consists of three parts:

- Site Meeting if needed
- Submission of Proposal
- Review and Selection of Subcontractor

As previously noted, proponents are responsible for all costs related to site visits and interview attendance.

Task	Due Date
Distribute RFP	10/19/23
RFP Candidates submit questions about RFP/Project	10/27/23
RFP Responses to questions if any	10/31/23
RFP Proposals Submitted from firms	11/03/23
Review/Screening of Proposals/Narrow to finalists	11/03-11/7
Site Visit if needed	10/23-10/27
Firm Select	11/8/23

The following contact information is provided for communication and submission of proposal:

Gardner Capital /Construction Management

Cory Pritchard

[cpritchard@gardnercapital.com](mailto:cpritchard@gardnercapital.com)

### 3.2 Form of Submission

- Cover Letter
- Detailed Proposal
- Mobilization Date
- Projected Schedule
- Detailed bid – expected to be turnkey

### 3.3 Selection Criteria

Proposals will be evaluated according to the quality of the submission and the team's response to the particular needs of this project/

<b>Selection Criteria</b>	<b>Percentage of Scale</b>
Quality of Proposal	25%
Team Organization/Minority Participation	25%
Schedule	25%
Budget	25%
Total	100%

### 3.4 Questions and Communication

For clarification on any aspect of this RFP you are invited to direct inquiries, in writing only, by mail or facsimile or e-mail to:

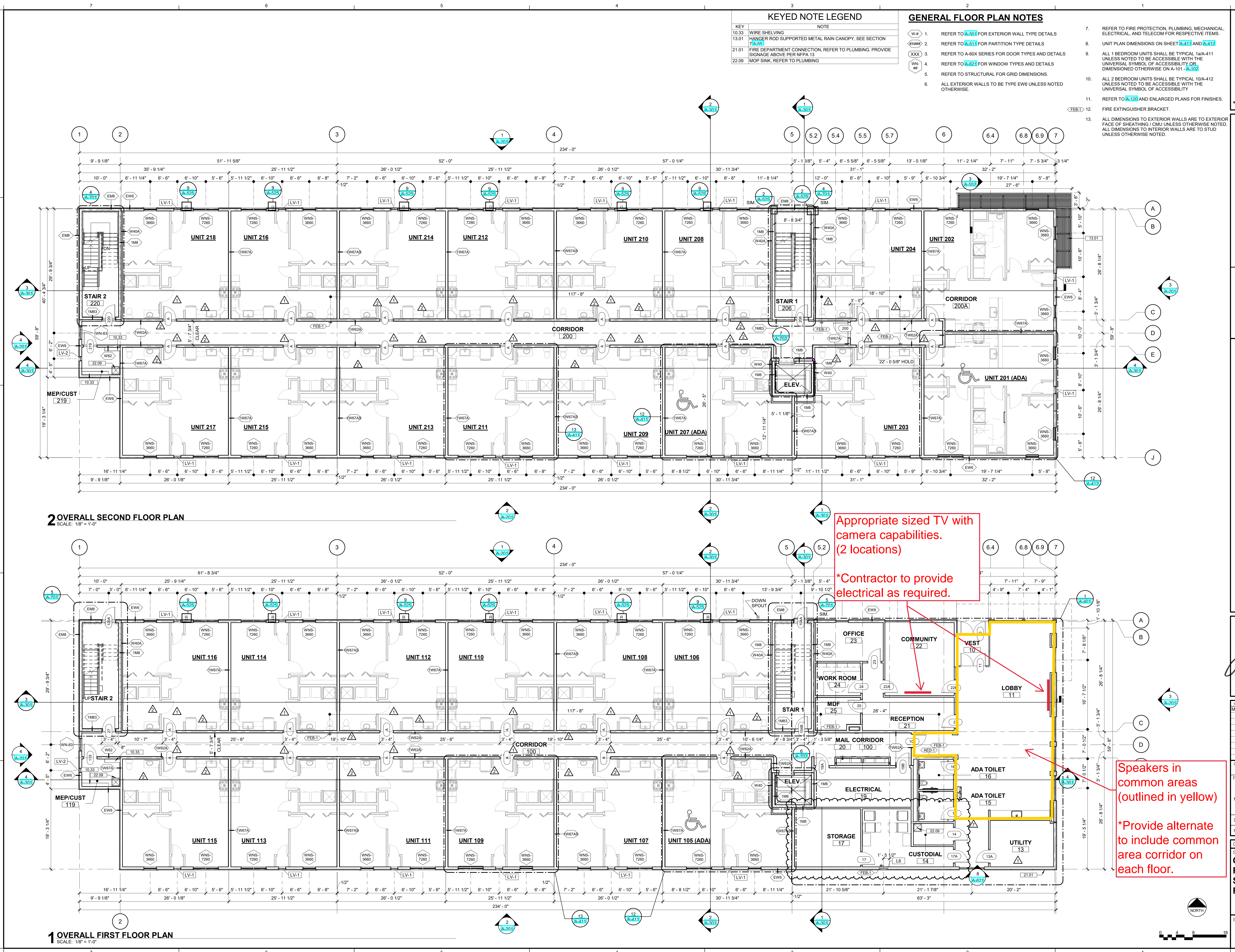
Gardner Capital

8000 Maryland, Suite 1300

Clayton, MO 63105

[cpritchard@gardnercapital.com](mailto:cpritchard@gardnercapital.com)





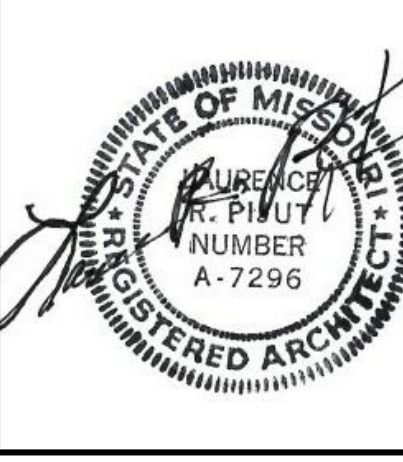
KEY	NOTE
10.33	WIRE SHELVING
13.01	HANGER ROD SUPPORTED METAL RAIN CANOPY, SEE SECTION 7/A-551
21.01	FIRE DEPARTMENT CONNECTION, REFER TO PLUMBING, PROVIDE SIGNAGE ABOVE PER NFPA 12
22.09	MOP SINK, REFER TO PLUMBING

**GENERAL FLOOR PLAN NOTES**

- REFER TO A-501 FOR EXTERIOR WALL TYPE DETAILS
- REFER TO A-511 FOR PARTITION TYPE DETAILS
- REFER TO A-60X SERIES FOR DOOR TYPES AND DETAILS
- REFER TO A-621 FOR WINDOW TYPES AND DETAILS
- REFER TO STRUCTURAL FOR GRID DIMENSIONS.
- ALL EXTERIOR WALLS TO BE TYPE EW6 UNLESS NOTED OTHERWISE.
- REFER TO FIRE PROTECTION, PLUMBING, MECHANICAL, ELECTRICAL, AND TELECOM FOR RESPECTIVE ITEMS.
- UNIT PLAN DIMENSIONS ON SHEET A-411 AND A-412
- ALL 1 BEDROOM UNITS SHALL BE TYPICAL 1a/A-411 UNLESS NOTED TO BE ACCESSIBLE WITH THE UNIVERSAL SYMBOL OF ACCESSIBILITY OR DIMENSIONED OTHERWISE ON A-101 - A-102
- ALL 2 BEDROOM UNITS SHALL BE TYPICAL 10a-412 UNLESS NOTED TO BE ACCESSIBLE WITH THE UNIVERSAL SYMBOL OF ACCESSIBILITY
- REFER TO A-120 AND ENLARGED PLANS FOR FINISHES.
- FIRE EXTINGUISHER BRACKET.
- ALL DIMENSIONS TO EXTERIOR WALLS ARE TO EXTERIOR FACE OF SHEATHING / CMU UNLESS OTHERWISE NOTED. ALL DIMENSIONS TO INTERIOR WALLS ARE TO STUD UNLESS OTHERWISE NOTED.

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URBAN LEAGUE SENIOR HOUSING, LLC  
**URBAN LEAGUE SENIOR HOUSING AT  
 DELLWOOD**  
 9947 W Florissant Ave., St. Louis, MO 63135  
 BID AND PERMIT SET



ISSUE	MARK	DATE	DESCRIPTION
1		10/19/2021	REV 01
2		11/11/2021	REV 02
5		06/08/2022	ASI 04
7		10/20/2022	CCD 02

ISSUE DATE: OCTOBER 1, 2021  
 PROJECT NO: 10-19534.03  
 MHDC PROJECT NO: #19-090 MT  
 DRAWN BY: AJK  
 REVIEWED BY: WA

ORIGINAL SHEET SIZE IS 30" x 42"  
 SHEET TITLE: **OVERALL FIRST FLOOR AND SECOND FLOOR PLAN**  
 SHEET NO: **A-101**

Appropriate sized TV with camera capabilities. (2 locations)  
 \*Contractor to provide electrical as required.

Speakers in common areas (outlined in yellow)  
 \*Provide alternate to include common area corridor on each floor.

