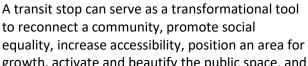
# Request for Proposals for community-engaged design collaborator/artist/creative person

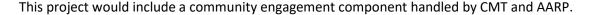
CMAQ-5456(619)

# **Project Background**

Citizens for Modern Transit is teaming up AARP in St. Louis to activate the space around a bus stop within the City of St. Louis at 13<sup>th</sup> and Gravois. This joint initiative, known as the "Transit Stop Transformation Project," will transform the area around MetroBus located in the City of St. Louis, into a fun, artistic space that encourages active play, cultivates community and increases transit use.



growth, activate and beautify the public space, and enhance neighborhood safety. CMT and AARP in St. Louis hope to initiate this project by February 20, 2024.



# **Request for Qualifications**

The project seeks qualifications for engineers, designers, architects, artists, and/or interdisciplinary teams to engage and work collaboratively with the residents and community stakeholders around a City MetroBus stop for the design and development of a site-specific Transit Transformation project.

The design collaborator will be a critical part of the project team. Key responsibilities include:



# Stakeholder Meetings

- Attending Kick Off meeting with CMT/AARP to listen to community needs, desired impacts, and site-specific issues of the project
- Facilitate 2-3 follow up design meetings with CMT/AARP to refine and finalize the design of the project.

#### - Project Documentation

 Develop renderings or similar representative images, drawings, collages, and/or models that clearly display the design and use of the proposal.

- Document project drawings and details for contractors, fabricators, and city agencies for all necessary approvals.
- Preliminary and Final Design
  - Provide three (3) options for review and approval
  - Provide 30% design for the approved option from bullet above
  - Provide 75% design for review and approval
  - Provide 100% design for review and approval
- o Equipment Options
  - Designer shall provide CMT and AARP a variety of options including contacts for the amenities to be used and included as part of the project.
- Project Approvals and Permitting
  - Coordinate the submittal and approval for all necessary permits and sign offs for the construction of the project through City of St. Louis
- Project and Construction Coordination
  - o Provide any necessary documents for the project construction manager.
  - Work collaboratively with Citizens for Modern Transit and AARP in St. Louis to ensure a timely and efficient delivery of project.
  - o Provide two (2) visits to the project site to layout all amenities during construction.

A successful design collaborator(s) will have experience with:

- Design Development
  - Ability to translate and create designs reflective of community input along with following guidance and feedback from project leadership regarding the design, use, and impact of the proposed project.
  - The production of renderings and other materials that are representative of community design workshops.
  - o Experience with fabricators and contractors to price, specify, and build project.
- City approvals and permitting:
  - Preparing all construction documents and materials needed to submit for city approvals and success obtaining all city approvals for the construction of permanent projects.

The design collaborator will have a deep understanding and commitment to equitable development, the impact and possibility of play, and the ability for creative interventions to produce long-term impact in neighborhoods.

Budget: \$15,000 for all services, including materials and printing, and all travel related to the scope of work.

# **Draft Schedule**

What	Description	Date
Design Collaborator Selection		February 2024

Design Workshop Kick off	Kickoff meeting to brainstorm possible project	March 2024
	ideas.	
Design Development	Prepare possible design options directed by	March-April 2024
	Kick-off meeting and initial community	
	engagement	
Stakeholder meeting	Present refined and final design of project.	May 1 2024
Project Documentation	Preparation of construction documents and	May – June 2024
	other materials needed for city approvals	
Submittal to city agencies for	Lead permitting process. Submit necessary	May/June 2024
approval	drawings for approval. Coordinate with all	
	public agencies for all sign-offs required.	
Collaborate with fabricators and	Off-site fabrication and construction of custom	June-August 2024
contractors	items	
Project Installation	Install projects with engagement of volunteers	September – October
	where possible and professional installers as	2024
	needed.	
Opening Celebration		December 2024

# Please share with us:

- What has been your experience creating a concept based on community feedback provided?
  Give one specific project example of successful community drivern project development (250 words).
- 2. What challenges have you experienced with projects in public spaces? How were you able to problem-solve and address the challenge(s)? (250 words)

# Please submit:

- Cover letter
- Updated CV
- 1-2 project examples (150 word description and 5-10 images)
- 1-2 Community partner references

Responses are due by February 16, 2024 at 4 p.m. to <a href="kcella@cmt-stl.org">kcella@cmt-stl.org</a> with a hard copy submitted to CMT, 701 Market, Ste. 275, St. Louis, MO 63101.

The following criteria will be the basis for selection.

All proposals submitted in response to a CMT request for proposal (RFP) will initially be evaluated using the following criteria (each weighted equally):

- 1. Qualifications of person/firm conducting the work
- 2. Proposal Quality

3. Product samples – samples provided and/or on firm website need to be relevant to work being asked to be completed.

Once the proposals are narrowed down to the top candidates using these criteria, the final selection will be determined with consideration to price and the above criteria. The proposal providing the best value to the project will be selected.

CMT will award the work to the responsible firm whose proposal is most advantageous to the project, with price and other factors considered. CMT reserves the right to reject any proposals deemed non-responsive to the RFP. CMT reserves the right to reject all proposals if the competitive process is not met and may reissue the RFP with or without changes.

Citizens for Modern Transit

701 Market, Ste. 275, St. Louis, MO 63101 <u>www.cmt-stl.org</u> 314.231.7272