



Great Rivers Greenway

REQUEST FOR QUALIFICATIONS FOR DIGITAL STRATEGY AND SUPPORT SERVICES

SUBMITTAL DUE DATE: **Friday, January 22, 2021**
4:00 p.m. Central Time

SUBMITTAL LOCATION: <https://greatriversgreenway.org/jobs-bids/>
Submit qualifications via .PDF Format Only

PROJECT SUMMARY

The Metropolitan Park and Recreation District d/b/a The Great Rivers Greenway District (“GRG”) is seeking a highly qualified consultant (“Consultant”) to provide services to assist staff in supporting any and all digital projects for the agency overall.

Any qualifications received after this deadline will be deleted unopened. All responses and any accompanying material will become the property of Great Rivers Greenway. By submitting a response to this request, firms, organizations, individuals and non-profits accept all the terms and conditions of the Request for Qualifications or “RFQ”.

Questions or information related to this request should be directed to:
Seth Treptow, streptow@grgstl.org

Please submit questions by Monday, January 18, 2021. Answers will be posted to www.GreatRiversGreenway.org/jobs by 5pm Central Time on Tuesday, January 19, 2021.

BACKGROUND:

Great Rivers Greenway is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Great Rivers Greenway connects the St. Louis region with greenways, making it a vibrant place to live, work, and play.

Great Rivers Greenway is operated by a 24 member staff governed by a 12 member board that is appointed by the Executives of St. Louis City, St. Louis County and St. Charles County. Staff members work within three groups to build, promote and sustain the greenways.

QUALIFICATIONS

The prospective Consultant may be an individual, firm or team that is able to provide all services identified under the Scope of Work.

Great Rivers Greenway staff work in a highly collaborative, open environment and regularly interacts with partner agencies, institutions and consultants. The Consultant must demonstrate willingness and ability to conduct their work in an equally collaborative and professional manner and will be expected to represent GRG in communication with its partner organizations.

Consultant(s) must have qualifications and demonstrate prior experience in providing Digital Strategy and Support Services for public and/or private clients and relative to the proposed scope of this contract. In some situations, the Consultant may be expected to collaborate with other public agencies, institutions or professional firms.

Upon selection of the most qualified Consultant, GRG intends to enter into a contract with a period of service ending December 31, 2021 with options to renew for an additional three one-year terms ending December 31, 2022, December 31, 2023, and December 31, 2024 respectively.

GRG intends to enter into an initial contract for the scope of work detailed herein but shall have the option to enter into subsequent written amendments or additional contracts for any portion of the scope of work. GRG may also choose to enter into additional written contracts or amendments for additional periods of service connected to the performance of the scope of work.

SCOPE OF SERVICES

This RFQ is meant to procure help with any or all of the following types of work, as it is needed:

- Periodic support and maintenance for routine updates and additions to current site.
- Strategy and implementation around new functionality on the site.
- Strategy and implementation for integrating Great Rivers Greenway's content and/or current website with other technology platforms such as mapping systems, fitness apps, interpretive or history apps and platforms, etc.
- Strategy and implementation for exploring new platforms such as event management applications or interactive technology at physical sites such as signage.
- Strategy and implementation of gathering user feedback studies and analyzing current site usage. Ability to analyze results, recommend and implement improvements.

Consultant will coordinate with staff to scope and track projects as needed, tracked against an overall contract for the 2021 calendar year.

INSTRUCTIONS FOR PREPARING QUALIFICATIONS

Please send one submission in .PDF format to the GRG web site at <https://greatriversgreenway.org/jobs-bids/>. Submittals should contain:

- Letter of interest that includes:
 - Summary of qualifications of the consultant, firm and/or team
 - Consultant team leader with contracting authority
 - Roles and qualifications of individual team members (if applicable)
- Overview of consultant firm(s) with brief profiles of individuals assigned to this effort, including project manager and organization chard (if applicable).

- Statement of understanding of the proposed scope of work and consultant's approach to working with Great Rivers Greenway staff.
- Description of consultant's experience with local governments, districts or other public agencies.
- Profile of three to five projects demonstrating relevant experience working on similar efforts within the past five years. These projects should include work samples of presentation and analysis maps intended for online and print reproduction. Include references with current contact information.
- Resumes of individuals assigned to the effort.
- Statement of 2020-21 hourly rates or any other information related to fees and anticipated reimbursable expenses.
- Description of the firm's ownership structure, including percentage ownership by women and minorities.
- Disclosure of any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof.

It is the sole responsibility of the vendor to ensure the .PDF statement of qualifications is received in proper time. No late proposals will be considered. **No printed, fax or verbal proposals will be accepted.**

SELECTION PROCESS

Great Rivers Greenway will assemble a review committee to evaluate all responses to this Request for Qualifications (RFQ). GRG may conduct interviews of short-listed consultants. The basis for evaluating consultants shall include the ability to undertake the services; professional excellence; demonstrated experience and competence in the services to be provided by the respondent; education and experience; quality and relevance of recent or on-going relative experience; and possession of the desirable qualifications listed above.

The committee may contact any or all respondents to clarify submitted information. Firms will be notified in writing whether or not they have been selected for this effort.

GENERAL PROVISIONS

Any contract awarded as a result of this RFQ will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation, or national origin.

It is the policy of GRG that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing taxpayer funds.

Preference may be given to businesses located within St. Louis City, St. Louis County or St. Charles County (Great Rivers Greenway's district), and secondarily within the state of Missouri.

Great Rivers Greenway reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, or 4) request additional information which the organization deems necessary.

Prospective consultants shall assure GRG that they will comply with The Americans with Disabilities Act of 1990 and Revised ADA Regulations Implementing Title II and Title III, which prohibit discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.) and 2010 ADA standards for Accessible Design.

Any contract awarded pursuant to this RFQ shall require the consultant to execute and deliver to GRG an affidavit confirming the consultant's enrollment in the E-Verify federal work authorization program with respect to its employees, in compliance with Section 285.530 R.S.Mo. as well as a copy of the consultant's E-Verify MOU. Consultants shall not be required to execute the affidavit and supply an E-Verify MOU copy if either (i) the compensation to be paid under the contract is \$5,000 or less, or (ii) the consultant does not have any employees (though an affidavit attesting that the consultant has no employees will still be required).

Any contracts awarded pursuant to this Request for Qualifications will require the contracting company to execute and deliver to GRG an affidavit certifying that the company and any company affiliated with it, does not boycott Israel and will not boycott Israel during the term of the contract. This paragraph shall not apply if the compensation to be awarded under the contract is less than \$100,000 or if the company has less than 10 employees (though an affidavit attesting that the company has less than 10 employees will still be required). In this paragraph, the terms "company" and "boycott Israel" shall have the meanings described in Section 34.600 of the Missouri Revised Statutes.

Any contract(s) awarded under this RFQ will require consultants to meet the insurance requirements stipulated by the contract.

This Request for Qualifications does not obligate Great Rivers Greenway to pay any costs incurred by any respondent in the submission of a proposal.