

**Request for Qualifications
Prequalification for Civic/Community Engagement Professional Services
Questions and Answers 8.31.23**

1. **Q:** Are there any specific events planned that would fall under this contract after Jan 1. Have budgets been assigned to those? If so, what are they and what are the budgets?

A: Our Board of Directors approves each calendar year budget in December of the year prior, so while we don't have the specifics yet, we expect we will have 10-15 projects, each with up to 5 events, that will be supported and budgeted for and may use vendor support to implement.

2. **Q:** What hourly rates do you currently pay for work accomplished under the current approved vendor contracts?

A: The hourly rates for vendors on the current vendor list range from \$75 to \$208, depending on the firm and the tasks.

3. **Q:** How does Great Rivers Greenway issue orders under this contract?

We received an email after the information session took place, but not an invitation to attend the session. I believe we are now signed up to receive notices from you pertaining to this contract?

A: This RFQ allows GRG to create a list of pre-qualified vendors for a specific time period. The vendor list provides GRG with a pool of pre-qualified vendors from which we can contract for specific engagement-related activities for any project throughout the next three years. GRG may select from the Vendor List or issue a Request for Proposals (RFP) to at least three (3) firms from the Vendor List, depending on the total amount of the contract.

Information regarding the optional virtual information session was included in the Request for Qualifications issued on Monday, August 14, 2023. The session was recorded for those who were unable to attend. The recording is currently posted on the RFQ website and can also be found here: https://us02web.zoom.us/rec/share/-PNwo2r7ALQvy5wag0HADmal0KWt_4_6wDOSEQGI9iJqW0aPL7tGSU0Q3CvWyzL.-TflqBvGa1I6Ci6G?startTime=1692721925000
Passcode: CIVIC314!

4. **Q:** When do we find out if we have been placed on the qualified vendor list?

A: We expect the Civic/Community Engagement Services Pre-Qualification Vendor List for 2024-2026 to be finalized and posted no later than Friday, September 29, 2023. Selected vendors will be notified by or before Friday, September 29, 2023.

5. Q: Where can we find the current qualified vendor list?

A: The current Civic/Community Engagement Services Pre-Qualification Vendor List for 2020-2023 follows below.

- Bailey Strategic Innovation Group
- Black Rock Consulting
- Creative Entourage LLC
- Gladiator Consulting
- Innovative Design Edge LLC
- Katrina Wiegand
- Morgan Graves Consultants LLC
- Shockey Consulting
- StratCommRx
- Streiler Planning LLC
- The Hummingbird Group
- The Vandiver Group
- Vector Communications Corporation
- Welsummer Consulting LLC
- Wood Environment & Infrastructure Solutions, Inc.

6. Q: Can you also use the State of Missouri QVL for your work, if we have that contract?

A: No

7. Q: Is there a preference for MBEs or WBEs in this work?

Do they get more points in the assessment of proposals or your use of vendors?

A: Although it is not required that vendors are MBE or WBE certified, 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.

MBE/WBE firms included in your submittal must be certified by one or more of the following agencies on or before the date of the submission:

- Missouri Division of Purchasing and Materials Management
- City of St. Louis: Disadvantaged Business Enterprise Program
- St. Louis Minority Business Council

- 8. Q:** How do you select which contracted companies get RFPs if under 50k, or if over 50k? Do you reach out to all qualified vendors each time? Is the selection process different for strategy consulting versus build engagement? Is there a possibility that two firms or organizations may be chosen and would need to collaborate on a project?

A: For contracts not to exceed a total amount of \$50,000, GRG may select a firm on the Qualified Vendor's List. For contracts that do not require an RFP, GRG may select any vendor considered best qualified and capable of performing the desired services and negotiate a defined scope of work for proposed services.

For contracts in excess of \$50,000, GRG may issue a shorter request for proposals (RFP) and invite at least three firms for interviews and evaluation. Following interviews and evaluation, GRG will bring a recommendation to the Board of Directors for approval.

This process is the same for any RFP issued for civic/community engagement professional services regardless of scope.

Typically, we use just one engagement vendor on a project, but we may be working and collaborating with anywhere from 1 to 7 other vendors on any given project including design, engineering, architectural, or other technical firms selected from other vendor lists.

- 9. Q:** What companies from the qualified vendor list have been awarded contracts for work under the current contract vehicle either under \$50,000 or over \$50,000? What is the total paid during this contract period to each firm?

A: Under the current vendor list, GRG has awarded 14 new contracts to 6 firms, allocating a total of \$1.233 million between 2020 and 2023. Contract amounts ranged from \$12,000.00 to \$365,500.00 for professional civic/community engagement services. Of the 14 new contracts awarded, 7 of them were under \$50,000.00 and 7 over them were over \$50,000.00.