



REQUEST FOR QUALIFICATIONS FOR AS NEEDED HUMAN RESOURCES/ORGANIZATIONAL CONSULTING SERVICES

SUBMITTAL DUE DATE: **January 12, 2024**
4:00pm Prevailing Central Time

SUBMITTAL LOCATION: **www.greatriversgreenway.org/jobs**
Register online to receive upload link and other instructions. Submit
qualifications in .PDF format only.

PROJECT SUMMARY

Great Rivers Greenway (“GRG”) requests submissions from qualified consultants interested in providing services related to human resources, hiring process, talent acquisition and retention and/or organizational structure/design. Projects may include hiring processes, staffing analysis, talent acquisition and retention, diversity, equity and inclusion initiatives and as-needed general information and advice in these areas. From the submittals, GRG may establish a list of pre-qualified consultants with whom GRG may choose to contract for particular needs over the next three (3) years and/or may select one firm for a period of time not greater than three (3) years.

ANTICIPATED PROCUREMENT SCHEDULE

December 14, 2023: GRG Issues Request for Qualifications
January 12, 2024: Qualification Submittals Due to GRG’s Web Site
 4:00pm Central
February 2024: GRG selects pre-qualified consultants

BACKGROUND

GRG is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. GRG connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. Great Rivers Greenway is operated by a 35-member staff and governed by a 12-member Board of Directors. Staff members work within five groups referred to as Build, Promote, Sustain, Administration/Finance, and the Great Rivers Greenway Foundation.

Great Rivers Greenway is committed to Diversity, Equity and Inclusion Plan (“DEI”). Our DEI Plan may be viewed on our website here: <http://bit.ly/GRGDEI>.

QUALIFICATIONS

The selected consultant(s) may be a(n) individual(s) or firm(s) that demonstrates the ability to assist Great Rivers Greenway in addressing its needs in the areas of human resources, hiring, staffing including talent



acquisition and retention, structure/design and/or general organizational consulting. Firms applying need not be qualified in all of the aforementioned areas in order to be considered.

Qualified consultants must demonstrate capacity and experience in one or more of these services. All consultants will be evaluated on the criteria listed under “Selection Process” section below.

INSTRUCTIONS FOR PREPARING QUALIFICATIONS

Please upload your submission as a single .PDF file to the GRG web site (link will be provided to you). Submission file should include:

Submission should be no more than 10 pages and must include the following:

- A. Letter of interest that clearly summarizes:
 - Qualifications of the consultant
 - Primary contact
- B. Overview of consultant firm and individuals available, including brief resumes.
- C. Description of the firm’s ownership structure, including percentage ownership by women and minorities and DBE/WBE/MBE certification.
- D. Description of consultant’s experience with local governments, districts or other public agencies.
- E. Profile of three assignments related to HR consulting, staffing, hiring or organizational design.
- F. Statement of 2024 hourly rates or compensation method for assignments.
- G. 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 with Great Rivers Greenway staff and/or Board of Directors.

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

SELECTION PROCESS

All consultants will be evaluated on the following criteria:

- Experience in providing Human Resources, hiring/staffing, organizational structure/design and/or general organizational consulting.
- Capacity and expertise of staff assigned to project
- Added value to the project based on unique staff experience, previous work, additional skills, approach or other factors
- Hourly fees and/or compensation method with a total project cost that is acceptable for scope of work and deliverables
- M/WBE status

Upon submission of qualifications, GRG may establish a pre-qualified consultant list and/or select one or more consultants from submittals to begin contract negotiations. Interviews may be conducted if needed.

Upon selection of consultant for a particular need, GRG will negotiate a scope of services and other terms and conditions of an agreement with the selected firm. If such negotiations are not successful, GRG reserves



the right to begin negotiations with other respondents. Respondents whose proposals are not accepted will be notified as soon as practical.

QUESTIONS RELATED TO THIS REQUEST FOR QUALIFICATIONS (RFQ):

Questions related to this request should be directed to the mbock@grgstl.org.

GENERAL PROVISIONS

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

While not a requirement, Minority and Women Business Enterprise goals of 25/5% have been established by GRG, i.e. 25% of the total contract amount to be awarded to Minority Business Enterprises (MBE) and 5% of the total contact amount to be awarded to Women Business Enterprise (WBE).

Preference may be given to businesses located within St. Louis City, St. Louis County or St. Charles County, and secondarily within the state of Missouri.

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 contract awarded pursuant to this RFQ 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 R.S. Mo.

Any contract awarded pursuant to this RFQ may require that selected consultant(s) maintain (i) Comprehensive General Liability insurance and Automobile Liability insurance with liability limits of not less than \$2,000,000 per occurrence; (ii) Professional Liability Errors and Omissions insurance coverage in a policy limit not less than \$1,000,000 for each claim and aggregate; and (iii) a Workers' Compensation insurance policy protecting consultant from all claims under applicable state workers' compensation laws in the statutory limit and Employer's Liability insurance. GRG must be named as an additional insured on the comprehensive general liability insurance and automobile liability insurance policies. Consultants should address any proposed variances to the foregoing insurance policies and requested coverage in their submissions.

Prospective consultants shall assure GRG that they will comply with 2010 ADA Standards prohibits 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.).

GRG reserves the right, at its sole discretion, to 1) reject any or all submittals and/or consultant team participants when, in the District's 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, and 4) request additional information which may be deemed necessary.

This Request for Qualifications does not obligate GRG to pay any costs incurred by any respondent with their submission.