

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. 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.

A transit stop can serve as a transformational tool to reconnect a community, promote social equality, increase accessibility, position an area for growth, activate and beautify the public space, and enhance neighborhood safety. CMT and AARP in St. Louis hope to initiate this project by February 1, 2024.

This project would include a community engagement component.

Request for Qualifications

The project seeks qualifications for designers, architects, artists, and inter-disciplinary 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
 - o Attending Kick Off meeting with stakeholders to listen to community needs, desired impacts, and site-specific issues of the project
 - o Facilitate 2-3 follow up design meetings with stakeholders to refine and finalize the design of the project.
- Project Documentation
 - o Develop renderings or similar representative images, drawings, collages, and/or models that clearly display the design and use of the proposal.
 - o Document project drawings and details for contractors, fabricators, and city agencies for all necessary approvals.
 - o 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
 - 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
- Project and Construction Coordination
 - 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.
 - 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.
 - 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.

Draft Schedule

What	Description	Date
Design Collaborator Selection		January 2024
Design Workshop Kick off	Kickoff meeting to brainstorm possible project ideas.	Early February 2024
Design Development	Prepare possible design options directed by Kick-off meeting and initial community engagement	March-April 2024
Stakeholder meeting	Present refined and final design of project.	April 2024
Project Documentation	Preparation of construction documents and other materials needed for city approvals	May – June 2024

Submittal to city agencies for approval	Lead permitting process. Submit necessary drawings for approval. Coordinate with all public agencies for all sign-offs required.	May/June 2024
Collaborate with fabricators and contractors	Off-site fabrication and construction of custom items	June-August 2024
Project Installation	Install projects with engagement of volunteers where possible and professional installers as needed.	August 2024
Opening Celebration		August 2024

Please share with us:

1. What has been your experience leading a community-engaged creative process? Give one specific project example of successful engagement activities and community impact (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 December 20, 2023 at 4 p.m. to kcella@cmt-stl.org 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

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