

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

Project Background

Citizens for Modern Transit is teaming up AARP in St. Louis and the St. Clair County Transit District to activate the space around a bus stop within the City of Fairview Heights, Ill. This joint initiative, known as the “*Transit Stop Transformation Project*,” will transform the area around a MetroBus stop located at 10227 Lincoln Trail, Fairview Heights, Ill, into a fun, artistic space that improves rider amenities, cultivates community, ties into the history of the area 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, AARP in St. Louis and the St. Clair County Transit District hope to initiate this project by May, 2025.

This project would include a community engagement component handled by CMT and AARP.

Request for Qualifications

The project seeks qualifications for engineers, designers, architects, artists, and/or inter-disciplinary teams to engage and work collaboratively with the residents and community stakeholders around a Fairview Heights 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 CMT/SCCTD/AARP to listen to community needs, desired impacts, and site-specific issues of the project
 - o Facilitate 2-3 follow up design meetings with CMT/SCCTD/AARP 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/SCCTD/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 Fairview Heights
- Project and Construction Coordination
 - Provide any necessary documents for the project construction manager.
 - Work collaboratively with Citizens for Modern Transit, St. Clair County Transit District 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.

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		April 2025
Design Workshop Kick off	Kickoff meeting to brainstorm possible project ideas.	May 2025
Design Development	Prepare possible design options directed by Kick-off meeting and initial community engagement	May -August 1, 2025

Stakeholder meeting	Present refined and final design of project.	August 2025
Project Documentation	Preparation of construction documents and other materials needed for city approvals	August-September 2025
Submittal to city agencies for approval	Lead permitting process. Submit necessary drawings for approval. Coordinate with all public agencies for all sign-offs required.	August – September 2025
Collaborate with fabricators and contractors	Off-site fabrication and construction of custom items	September – November 2025
Project Installation	Install projects with engagement of volunteers where possible and professional installers as needed.	December 2025
Opening Celebration		December 2025

Please share with us:

1. What has been your experience creating a concept based on community feedback provided? Give one specific project example of successful community driven 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 March 20, 2025 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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