



**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL  
DISTRICT OF THE CITY OF ST. LOUIS**

---

**RFP TITLE: Affordable Teacher Housing Initiative (ATHI)**

**RFP #: 006-1617**

**DATE OF ISSUANCE:** July 29th, 2016

**BIDDER'S CONFERENCE:** August 12<sup>th</sup>, 2016 at 1:00 P.M.

**FINAL QUESTIONS DUE:** August 16th, 2016

**BID DUE DATE:** August 26th, 2016 at 1:00 P.M.

**SUBMIT TO:** Purchasing Office of the St. Louis Public Schools  
Second Floor – Cashier's Window  
801 North 11<sup>th</sup> Street  
St. Louis, Missouri 63101

Number of copies required: (1) marked "Original", (4) marked "Copies", and (1) copy on electronic CD or flash drive. It is recommended that each original and copy have tabs corresponding to the required sections listed in this RFP, as appropriate. Original and copies are to be submitted in 3-ring binders or binding of some fashion.

## TABLE OF CONTENTS

---

**RFP TITLE: Affordable Teacher Housing Initiative (ATHI)**

**RFP #: 006-1617**

	<u>Page Nos.</u>
Section 1. INTRODUCTION AND ANNOUNCEMENT FOR SEALED PROPOSALS.....	2
Section 2. TENTATIVE RFP TIMELINE.....	2
Section 3. INSTRUCTIONS TO BIDDERS/GENERAL INFORMATION.....	3
Section 4. BIDDER’S CONFERENCE.....	5
Section 5. THE PROPOSAL.....	5
Section 6. EVALUATION CRITERIA, PROCESS AND CONTRACT AWARD.....	7
Section 7. MINORITY PARTICIPATION.....	8
Section 8. RESERVATIONS / STIPULATIONS.....	10
ATTACHMENT A SCOPE OF SERVICES.....	13
ATTACHMENT D BIDDER AFFIRMATION FORM.....	14
ATTACHMENT E BIDDER CHECKLIST.....	15
ATTACHMENT F NON-SUBMITTAL RESPONSE FORM.....	16

**Section 1. INTRODUCTION AND ANNOUNCEMENT FOR SEALED PROPOSALS**

---

**INTRODUCTION:**

The Special Administrative Board of the Transitional School District of the City of St. Louis (d/b/a St. Louis Public School System) (the “District”) wishes to solicit developer proposals to open negotiations for the acquisition and redevelopment of one or more closed, listed schools (see Exhibit A) into affordable teacher housing prioritizing public school teachers in the City of St. Louis.

**NOTICE TO BIDDERS:**

Copies of this **RFP # 006-1617 Affordable Teacher Housing Initiative (ATHI)** (this “RFP”) may be obtained from the District’s website at [www.slps.org](http://www.slps.org) under “Site Shortcuts”, “Purchasing / RFPs”, or from the Purchasing Department, St. Louis Public Schools, 801 North 11<sup>th</sup> Street, St. Louis, MO 63101.

Available SLPS properties can be found on Development Resource Partners (DRP) our broker’s website, [drpartnersllc.com](http://drpartnersllc.com). Proposals should reference a specific school and include an offer to purchase on the district’s form of contract which can be obtained by contacting Kurt Schulte of DRP at 314 395-9905 ext. 6.

The District reserves the right to accept or reject any or all Proposals (as hereinafter defined) and to waive any irregularities. The District also reserves the right to negotiate with selected firms regarding pricing and fee structures and all other aspects of the Proposals. All information included in a Proposal may be incorporated, at the District’s sole option, into the contract for the **Affordable Teacher Housing Initiative (ATHI)** to be entered into between the District and the successful Bidder (as hereinafter defined). Any contract awarded as a result of this RFP will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation or national origin.

**Section 2. TENTATIVE RFP TIMELINE**

---

<b>Date of Issuance</b>	<b>July 29th, 2016</b>
<b>Bidder’s Conference:</b>	<b>August 12th, 2016 at 1:00 P.M.</b>
<b>Final Questions Due</b>	<b>August 16th, 2016</b>
<b>Proposals Due</b>	<b>August 26th, 2016 at or before 1:00 P.M.</b>

The District reserves the right to modify the above RFP Timeline as needed by posting the change as an addendum to this RFP on the District website.

### Section 3. INSTRUCTIONS TO BIDDERS/GENERAL INFORMATION

---

**3.1 Form of Submissions.** Each person or entity submitting a response to this RFP (each “Bidder”) should prepare and submit their proposal in response to this RFP (“Proposal”) in a sealed envelope or box. **The Proposal shall include (1) original, (4) copies and (1) electronic Proposal on CD/flash drive.** The upper left hand corner of the package (envelope or box) shall be plainly marked as **RFP # 006-1617 for Affordable Teacher Housing Initiative (ATHI)**, along with the firm name and the package shall be addressed to:

**The St. Louis Public Schools  
Treasury Department, 2<sup>nd</sup> floor  
801 North 11<sup>th</sup> Street  
St. Louis, MO 63101**

**3.2 Manner of Submission** – The sealed Proposal must be received at the address listed in Section 3.1 on or before **August 26th, 2016 at or before 1:00 P.M.** Each Proposal will be date and time stamped upon receipt at Treasury Department. Proposals received after that date and time will not be considered and will remain unopened. Proposals must be filled out as requested including all required signatures and pertinent information. Failure to do so is reason for rejection of the Proposal. If Bidder is a corporate entity, the entity’s name must be correctly stated, and the Proposal must include the state of incorporation of such entity, and, if a foreign entity, proof of registration to transact business in the state of Missouri. A person with the authority to act on behalf of the entity (i.e. an authorized agent of the entity) must sign his or her name on the Proposal.

**3.3 Format of Proposal** - Each Proposal must include the information required in Section 5. Each required response listed in Section 5 shall be included as a required document.

**3.4 Questions About this RFP** - All questions regarding this RFP shall be made electronically via e-mail in writing and directed to **Rick Schaeffer at Rick.Schaeffer@slps.org**. The subject of the e-mail shall be “QUESTION - RFP # **006-1617**”.

**3.5** Failure to provide the correct RFP number in the email will deem the question unanswerable and will not be considered as part of any addenda. Any questions submitted after the dates and times listed in Section 2 above shall not be considered or answered. Questions properly submitted **in writing** prior to the due date will be addressed at the Bidder’s Conference (as hereinafter defined) at the date and time set forth in Section 2 and will be handled pursuant to Section 4. Answers to all properly submitted **written** questions will be posted on the District’s website at [www.SLPS.org](http://www.SLPS.org) as addenda no later than five (5) business days prior to the Proposal Due Date.

**3.6 Addenda** - The District may revise this RFP by issuing written addenda. Addenda will be posted to the District’s website at [www.SLPS.org](http://www.SLPS.org) under “Site Shortcuts”, “Purchasing / RFPs”. Interested persons or entities are encouraged to check the District’s website frequently for addenda to this RFP.

Bidders are responsible for viewing and understanding information in addenda to the same extent as the RFP. The District has no obligation or duty to communicate addenda to Bidders beyond the posting of addenda on its website.

- 3.7 Awards** – All Proposal selections must be approved by the Special Administrative Board prior to an award being final. Awards will be made to the highest responsible bidder complying with the various criteria and specifications, except that the right is reserved by the District to make such selection, as in its judgment, is best suited for the purpose intended. Notwithstanding anything contained herein to the contrary, a contract shall not exist between the District and the selected Bidder until: A) such agreement has been duly authorized and approved by the Special Administrative Board; and B) the agreement has been documented in accordance with Missouri Revised Statutes Section 432.070. After approval by the Special Administrative Board, all awards will be posted on the District website. A contract negotiation award pursuant to this RFP may not be assigned to any other entity without the express written authorization of an authorized agent of the District.
- 3.8 Rejection of Proposals** – The District reserves the right to accept or reject any Proposal or any part of any Proposal.
- 3.9 Submitted Proposals Considered Final** – All Proposals shall be deemed final, conclusive and irrevocable, and no Proposal shall be subject to correction or amendment for any error or miscalculation.
- 3.10 Form of Contract** – Each successful Bidder shall be required to enter into a contract in the form prescribed by the District. Templates of certain form contracts may be examined at the Department of Purchasing, 801 North 11<sup>th</sup> Street, St. Louis, MO 63101 or may be found on the District’s real estate broker’s website at drpartnersllc.com. See Attachment G for the contract template to be used with the successful vendor. The District reserves the right to revise such templates or present a contract not contained within the template forms on the District’s website, in its sole and absolute discretion, to fit the unique situation presented by this RFP.
- 3.11 Taxes** – Bidders shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, and/or STATE RETAIL TAX in the Proposal, as these taxes do not apply to the District.
- 3.12 War Clause** – In the event that during the existence of a state of war, the United States Government takes over the plant of any manufacturer with whom the contractor has thereto fore contracted to furnish the articles required under his contract with the District, or any essential element thereof, and because of such action of the government, the contractor may furnish and deliver the articles required under the contract.
- 3.13 Grievances** - Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Purchasing Office of the St. Louis Public Schools, 801 North 11<sup>th</sup> Street, St. Louis, MO, 63101, with a copy to Office of the General Counsel, c/o the Superintendent of Schools, 801 North 11<sup>th</sup> Street, St. Louis, MO 63101.

## Section 4. BIDDER'S CONFERENCE

---

- 4.1** Interested persons or entities may attend an optional pre-submittal bidder's conference (the "Bidder's Conference"). Attendance is not mandatory for responding to this RFP. At the Bidder's Conference, a representative from the District will be available to answer **questions properly submitted in writing** pursuant to the process set forth in Section 3.4 above. Meeting minutes will be taken during the question and answer portion of the Bidder's Conference and posted on the website as an addendum.
- 4.2** Please RSVP via email to **Rick Schaeffer at Rick.Schaeffer@slps.org** before **August 12th, 2016**, if you plan to attend the bidder's conference for this RFP. The subject of the e-mail shall be "BIDDER'S CONFERENCE RSVP - RFP #006-1617".
- 4.3** No communication shall be made with any District employee, other than **Rick Schaeffer** (Purchasing Department), regarding this RFP. Violation of this provision may result in the rejection of Proposal.

## Section 5. THE PROPOSAL

---

- 5.1** The Scope of Services for this RFP is set forth in Attachment A.
- 5.2 Part I – Qualifications/Certifications/Resume and Operations Plan**  
The following information must be provided in Part I of the Proposal. The documents should be clearly marked: "Part I – Qualifications"
- 5.2.1** Bidders should provide detailed information addressing each of the following areas:
- 5.2.1.1** Licensing and certification in the field of the requested services;
- 5.2.1.2** Any citation or discipline action taken against the respondent by a licensing board or association related to the field of the requested services which is pending or has been resolved within the past 12 months;
- 5.2.1.3** Information regarding law suits relevant to the requested services that are pending or have been resolved within the past 12 months.

5.2.1.4 Failure to be forthright in disclosure shall be grounds for disqualification of a vendor. This section shall not be interpreted to require the disclosure of information shielded from disclosure by State or Federal Statutes and/or court order.

5.2.2 Please respond briefly, but completely, to the following:

5.2.2.1 Person/Entity Name

5.2.2.2 Address

5.2.2.3 Name and Title of Authorized Representative

5.2.2.4 Telephone Number

5.2.2.5 Fax Number

5.2.2.6 Email Address

5.2.2.7 Include the above information for each person/entity that is part of the project team for this Proposal

5.2.3 Bid Response Elements

5.2.3.1 Entity Qualifications

5.2.3.2 References (other school districts where possible)

5.2.3.3 Brief description of entity's experience with providing the requested services

5.2.3.4 Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the City of St. Louis, Missouri)

5.2.3.5 Provide a brief summary of the primary role(s) and resumes describing the background and qualifications of each member of the project team for this Proposal.

### **5.3 Part II – Cost/Pricing Proposal**

The following information must be provided in Part II of the Proposal. The Proposal should be clearly marked: "Part II – Cost/Pricing Proposal"

### **5.4 Part III – Required Documents**

The following information must be provided in Part III of the Proposal. The Proposal should be clearly marked: "Part III – Required Documents"

5.4.1 Attachment D - Bidder Affirmation Form

5.4.2 Attachment E - Bidder Checklist

5.4.3 Attachment G - Contract Template - Each bidder is required to include, as part of the documents submitted with its Proposal, the actual contract the bidder is proposing to enter into with SLPS that sets forth, in detail, the scope, terms, conditions, specifications, pricing and performance standards and guarantees contained in the bidder's Proposal. Attached to this RFP is the SLPS contract form (See Attachment G) that must be used by each bidder. Each bidder must mark-up the SLPS contract form to include the scope, terms, conditions, specifications, pricing and performance standards and guarantees contained in its proposal. The bidder must submit in Microsoft Word documents, both

clean and marked copies of its proposed revised SLPS contract form. The marked copy must show all changes the bidder proposes to make to the SLPS contract form. All information included in a Proposal may be incorporated, at the SLPS’s sole option, into the contract to be entered into between SLPS and the successful bidder.

**Section 6. EVALUATION CRITERIA, PROCESS AND CONTRACT AWARD**

---

**6.1 Evaluation Criteria** - The following criteria will be used with the weighted values below to evaluate each Proposal received. The District reserves the right to request clarification to the Proposal in order to evaluate all proposals.

<b>Historic rehab and real estate development experience</b>	<b>30</b>
<b>Character of redevelopment plan</b>	<b>20</b>
<b>Affordability of rents relative to market rate comparable rents</b>	<b>20</b>
<b>Financial benefit to SLPS</b>	<b>20</b>
<b>M/WBE Participation</b>	<b>10</b>
<b>Total Points Possible</b>	<b>100</b>

**6.2 Bid Opening** – All Proposals received on or before the Proposal Due Date and Time shall be assembled and opened publicly promptly at that time in the District Offices located at 801 North 11<sup>th</sup> Street, St. Louis, MO 63101 in a conference room to be designated. All interested parties are welcome to attend.

**6.3 Evaluation** – The District will assemble a review committee to assist in evaluating all Proposals (the “Evaluation Team”). From this evaluation, the District may select a Bidder solely on the basis of submittals, or may additionally identify a short list of Bidders for possible interviews. The District may contact any or all respondents to clarify submitted information.

The Evaluation Team will consist of the following individuals:

<b>Director of Real Estate</b>
<b>Chief of Staff</b>
<b>CFO/Treasurer</b>
<b>In-house counsel or their assign</b>

**6.4 Contracting** – Upon selection of a Bidder, the District will negotiate a scope of services and other terms and conditions of an agreement with the selected Bidder. If such negotiations are not successful, the District reserves the right to begin negotiations with other respondents.



## Section 7. MINORITY PARTICIPATION

---

**7.1** It is the policy of the District to pursue the goal of at least 25% Minority Business Enterprise (MBE) and 5% Women's Business Enterprise (WBE) utilization in the provision of goods and services to the District while at the same time maintaining the quality of goods and services provided to the District through the competitive bidding process. It is the purpose of this policy to allow minority and women's business enterprises to expand their opportunities and capacities by participating in all District operated programs. The District has developed a plan for participation in projects by minority business. This plan includes the following elements:

- 7.1.1 **Outreach** – A commitment to make every effort to inform contractors of pending contract opportunities through advertisements, workshops, brochures, and availability of plans.
- 7.1.2 **Good Faith Effort** – A commitment to verify contractor solicitations to ensure that sufficient time and information are available to make a responsible reply.
- 7.1.3 **Identification and Recruitment** – A commitment to coordinate efforts with the City of St. Louis, Contract Office, in the development of potential minority contractor interest.
- 7.1.4 **Monitoring and Reporting** – A commitment to measure and report anticipated and actual MBE/WBE participation.

### **7.2 Discrimination In Employment By the Special Administrative Board**

7.2.1 During the performance of the contract, the SELECTED BIDDER agrees as follows:

- 7.2.1.1 The SELECTED BIDDER will not discriminate against any employees or applicants because of race, age, handicap, religion, gender, sexual orientation, national origin or ethnicity. The SELECTED BIDDER will take affirmative action to ensure that all qualified applicants will receive consideration for employment without regard to race age, handicap, religion, gender, sexual orientation, national origin or ethnicity.
- 7.2.1.2 The SELECTED BIDDER will, in all solicitations or advertisements for employees placed by or on behalf of the SELECTED BIDDER; state that all qualified applications will receive consideration for employment without regard to race age, handicap, religion, gender, sexual orientation, national origin or ethnicity.
- 7.2.1.3 The SELECTED BIDDER will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising that labor unions or workers representative of the Bidder's commitment under contracts with the District.

7.2.1.4 The SELECTED BIDDER will maintain and, upon request make available to the District all records and data necessary or useful to the review and monitoring of compliance with the non-discrimination clauses of this contract. In the event the SELECTED BIDDER fails or refuses to make such records available, this contract may be cancelled, terminated, or suspended in whole or in part by the District, and the SELECTED BIDDER may be declared ineligible for further District contracts or subject to such other sanctions as the District deems appropriate.

7.2.1.5 The SELECTED BIDDER's non-compliance with the non-discrimination clauses of this contract, the contract may be cancelled, terminated, or suspended in whole or in part by the District, and the SELECTED BIDDER may be declared ineligible for further District contracts or subject to such other sanctions as the District deems appropriate.

### **7.3 Minority and Women Owned Business Enterprise Policies**

7.3.1 It is the policy of the District that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing District funds. MBE/WBE firms included in the respondent's submittal, either as prime consultants or subcontractors, must be certified by one or more of the following agencies on or before the date of the submission of qualifications:

**Missouri Division of Purchasing and Material Management**

Online: For MBE's: <http://www.oa.mo.gov/>

For WBE's: <http://www.oa.mo.gov/>

Phone: (573) 715-8130

**City of St. Louis: Disadvantaged Business Enterprise Program**

Online: <http://www.mwdbe.org/>

Phone: (314) 551-5000

**St. Louis Minority Business Council**

Online: <http://www.slmhc.org/>

Phone: (314) 241-1143

## **Section 8. RESERVATIONS / STIPULATIONS**

---

- 8.1** The District reserves the right, at its sole discretion, to A) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; B) waive minor informalities of a submittal; C) cancel, revise, or extend this solicitation; D) request additional information deemed necessary; and E) extract, combine, and delete elements of individual proposals and to negotiate jointly or separately with individual respondents with respect to any or all elements of the proposal.
- 8.2** This RFP does not obligate the District to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this RFP prior to the issuance of a valid contract under Missouri law. Such exemption from liability applies whether such costs are incurred directly by the Bidder or indirectly through the Bidder's agent, employees, assigns or others, whether related or not to the Bidder.
- 8.3** Careful consideration should be given before confidential information is submitted to the District as part of this RFP Proposal. Review should include whether it is critical for evaluating a bid, and whether general, non-confidential information, may be adequate for review purposes. Any and all documents submitted by the respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law. The Missouri Sunshine Law provides for public access to information the District possesses. Information submitted to the District that Bidders wish to have treated as proprietary and confidential trade secret information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should not be disclosed.
- 8.4** Bidders acknowledge and agree, by submitting a Proposal, that:
- 8.4.1 The qualifications of each member of the respondent team are important criteria in the selection process. The selected Bidder will not be allowed to substitute any member of the team listed in the Proposal without prior written approval by the District. The District, in its sole and absolute discretion, reserves the right to accept or reject proposed changes to the team and personnel associated with the team and/or to negotiate the composition of the team.
- 8.4.2 Adherence to the schedule for the work is of critical importance to the District as time is of the essence, and agrees to dedicate the personnel listed in the Proposal to completing the work in accordance with the schedule outlined in this RFP. Bidders further acknowledge that the contract for the engagement may include significant liquidated damages for failure to perform in accordance with such schedule.
- 8.4.3 To having read this RFP in its entirety and agreeing to all terms and conditions set out in this RFP. Bidders also accept the responsibility to review and understand all applicable policies of the

District, which may be found on the District's website [www.slps.org](http://www.slps.org) under "Shortcuts", "Board Policies".

- 8.4.4 The District, and any consultants retained by the District, has the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's submission, and authorize the release to the District and/or the District consultants of any and all information sought in such inquiry or investigation.
- 8.4.5 Under penalty of perjury, that to the best of his/her belief: A) the prices in the Proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter or agreement for the purpose of restriction competition as to any matter relating to such prices with any other Bidder, or any other competitor; B) unless otherwise required by law, the prices in this Proposal have not been knowingly disclosed by the Bidder, and will not be knowingly disclosed by the Bidder, prior to opening, directly or indirectly, to any other Bidder or competitor; and C) no attempt has been made or will be made by the Bidder to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restriction competition.
- 8.4.6 It is not delinquent in any real estate, personal property, or earning taxes assessed against it or which it is obligated to pay to St. Louis, Missouri.
- 8.4.7 No fictitious name of any entity or person has been used in this Proposal, and no unidentified third-party will have an interest in any resulting contract or in the performance of any work under this Proposal.
- 8.4.8 It does not do business as or operate under any fictitious name.
- 8.4.9 It has only presented one Proposal in response to this RFP.
- 8.4.10 The Proposal is made in good faith.
- 8.4.11 It, its affiliates, subsidiaries, officers, directors, employees, and all team members listed in the Proposal have not been convicted of a felony within the last five (5) years, which felony is related in any way to providing the services and/or items referenced in this RFP, or to the competency of the service provider to perform under any resulting contract.
- 8.4.12 It, its affiliates and subsidiaries, all their respective officers, directors, employees, and all team members listed in the Proposal are not currently under investigation by any governmental agency and have not in the past four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, including conspiracy or collusion with respect to responding to any public contract.
- 8.4.13 It, its affiliates and subsidiaries, all their respective officers, directors, employees, and all team members listed in the Proposal have not been excluded from any procurement or non-procurement

programs with the government as identified by the U.S. General Service Administration Office of Acquisition Policy.

- 8.5** Any misrepresentations or false statements contained in a response to this RFP or to any request for additional information related to this RFP, whether intentional or unintentional, shall be sufficient grounds for the District to remove respondents from competition for selection at any time.
- 8.6** Bidders shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between the Bidder, any employee, officer, director, or principal of the Bidder or District and any other party. The District reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The District also reserves the right to decide in its sole and absolute discretion whether disqualification of the Bidder and/or cancellation of the award shall result. Such disqualification or cancellation shall be without fault or liability to the District. In the event that the District disqualifies a Bidder based on such an improper communication or relationship, and that Bidder's Proposal would have otherwise been considered the lowest responsible bid complying with the terms of these specifications, the District reserves the right to select as the winning Proposal the next most qualified responsible bidder complying with the terms of these specifications.
- 8.7** Bidders agree that they will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements that apply to the scope of work in this RFP, including, but not limited to, all reporting and registration requirements. Bidders further agree that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Missouri.

## **ATTACHMENT A**

**RFP# 006-1617 - Affordable Teacher Housing Initiative (ATHI)**

### **Scope of Services**

---

To acquire and fund the rehabilitation of a closed school and manage the same as an affordable teacher housing project, prioritizing public school teachers in the City of St. Louis for a minimum of seven years from the placed-in-service date. The placed-in-service date is not to exceed 36 months from the time of acquisition.

**ATTACHMENT D  
BIDDER AFFIRMATION FORM**

**RFP TITLE: Affordable Teacher Housing Initiative (ATHI)**

**RFP # 006-1617**

NAME OF BIDDER: \_\_\_\_\_

After careful consideration of the solicitation document in its entirety, Request for Proposal for RFP #**006-1617 Affordable Teacher Housing Initiative (ATHI)**, and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

The Bidder's Checklist in Attachment E of the RFP has been complied with, is completed, and is enclosed with this Proposal.

For consideration of this proposal, the undersigned hereby affirms that (1) he/she is a duly authorized official of the company, (2) that the offer is being submitted on behalf of the bidder in accordance with any terms and conditions set forth in this document and (3) that the company will accept any awards made to it as a result of the offer submitted herein for a minimum of one year following the date of submission.

If notified in writing by mail or delivery of the acceptance of these documents, the undersigned agrees to furnish and deliver to the District within three (3) days, proof of liability insurance.

The District shall provide the Bidder with a contract agreement, which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Missouri.

**Non-discrimination in Employment:** We the supplier of goods, materials, equipment or services covered by this proposal or contract have not discriminated in the employment, in any way, against any person or persons, or refused to continue the employment of any person or persons on account of their race, creed, color, or national origin.

Respectfully submitted, Authorized Official: Title \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

( ) \_\_\_\_\_  
Business Telephone Number

( ) \_\_\_\_\_  
Facsimile

\_\_\_\_\_  
E-Mail Address

The full names and addresses of persons and organizations interested in the foregoing Request For Proposal as principals of the company are as follows:

**ATTACHMENT E  
BIDDER CHECKLIST**

---

**RFP TITLE: Affordable Teacher Housing Initiative (ATHI)**

**RFP #: 006-1617**

- ( ) Submitted all information as requested.
- ( ) Received \_\_\_\_\_ number of addendum(s).
- ( ) Submitted one (1) original, (4) copies and one (1) electronic Proposal on CD/flash drive.
- ( ) Signed Federal Work Authorization Program Agreement.
- ( ) Signed and notarized Federal Work Authorization Program agreement and affidavit
- ( ) Signed Bidder Affirmation Form (by an authorized official of the company where appropriate).
- ( ) Signed and dated Cost / Pricing Proposal.
- ( ) No conditions or restrictions have been placed by the company on this Proposal that would declare it non-responsive.
- ( ) Prepared to provide the insurance required.
- ( ) Submitted a copy all certificates and license including, but not limited to, the license (to conduct business in the City of St. Louis, Missouri).
- ( ) Submitted state tax identification number. \_\_\_\_\_

---

**Signature of Authorized Official**

---

**Date**

---

**Company Name**



**ATTACHMENT F**  
**NON-SUBMITTAL RESPONSE FORM**

---

**RFP TITLE: Affordable Teacher Housing Initiative (ATHI)**

**RFP #: 006-1617**

**NOTE TO BIDDER:**

If your company's response is a "non-submittal", the District is very interested in the reason for such response since the District desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We, therefore, appreciate your response to this non-submittal response form.

---

Please indicate your reason for responding with a "non-submittal":

- Unable to meet the requirements for this project.
  - Unable to meet the time frame established for start and/or completion of the project.
  - Received too late to reply. Received on \_\_\_\_\_.
  - Other \_\_\_\_\_
- 

Your response will be given careful consideration, and included in the contract file. Your input will assist the District in determining changes necessary to increase participation and competition.

---

**Authorized Signature** **Title** **Date**

---

**Name of Company / Consultant**

---

**Company Address**

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
**Business Telephone Number** **Facsimile**

---

**E-Mail Address**