



Project Name: Giraffe and White Rhinoceros Barn Design Peer
Review RFQ 2021

Project Number: 2021-02-035

Date: October 22, 2021

Candace Bingham
Director of Procurement
Saint Louis Zoo
One Government Drive
St. Louis, MO 63110
cbingham@stlzoo.org

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	3
SCOPE OF SERVICE	3
RFQ SUBMITTAL REQUIREMENTS	6
SELECTION CRITERIA	6
REQUEST FOR SUBMITTAL	9
APPENDIX A: POLICY ON MINORITY & WOMENS BUSINESS PARTICIPATION ON SAINT LOUIS ZOO CONTRACT	11

REQUEST FOR QUALIFICATIONS

PROJECT

Giraffe and White Rhinoceros Barn Design Peer Review RFQ 2021

SCOPE OF SERVICE

The Saint Louis Zoo is seeking architectural firms with specific expertise and qualifications in the design of giraffe and white rhinoceros barns that provide optimal occupational safety as well as enhanced animal safety and welfare. Special interest in firms with recent experience designing species-appropriate barriers, gates & doors, HVAC systems, lighting, and innovative animal welfare, care and management features. To qualify, firms must be able to demonstrate that they have successfully designed facilities for AZA accredited institutions for one or both of these two species within the last ten years.

OVERVIEW

Home to over 12,000 animals, representing 500 species, the Saint Louis Zoo is recognized worldwide for its innovative approaches to animal care and management, wildlife conservation, research and education. One of the few free zoos in the nation, the Saint Louis Zoo attracts approximately 3 million visitors annually and is the most-visited attraction in the region. Through the Saint Louis Zoo WildCare Institute, the Zoo focuses on wildlife management and recovery, conservation science, and support of the human populations that coexist with wildlife in conservation hotspots around the world, including three in Missouri.

The Saint Louis Zoo Association used privately donated funds in September 2018 to purchase the 425 acre site for WildCare Park, in Spanish Lake located in unincorporated St. Louis County. The United Association of Plumbers & Pipefitters Local 562 had previously owned the property, which is adjacent to both Columbia Bottom Conservation Area and Spanish Lake County Park, and near the Missouri River and Mississippi River confluence. In November 2018, voters passed Proposition Z to help fund repairs to the zoo in Forest Park and to operate WildCare Park, which will have both a safari-type experience (the first located within a major city) and a Conservation & Animal Science Center that will help the zoo manage endangered animal populations.

PURPOSE

The purpose of this solicitation is to secure a firm with significant experience in zoological park planning and architecture. Specific experience with facilities for safely caring for giraffe and white rhinoceros is sought. The Zoo's WildCare Park planning team has completed a master plan for the park and has advanced the giraffe and white rhinoceros facilities documents to the schematic design level. In October 2021, the Zoo entered into a design-build agreement with Alberici Constructors to execute the Zoo's schematic design of the giraffe and white rhinoceros facilities. Alberici Constructors have contracted with a local design team who are leading the site/civil A/E DB design effort to produce the construction documents for the projects.

REQUEST FOR SUBMITTAL

Note:

- No travel or on-site visits are anticipated in the base scope. The successful firm will be requested to provide fees and expenses for an initial visit which may substitute for the video conference meeting described in Task 1.
- All task dates are tentative and subject to change.

Task 1: November 2021

Schematic Design Review

- Participate in a meeting with Zoo staff and the DB contractor to:
 - Review the site plan and schematic building plans to become familiar with the project details.
 - Comment on siting, barn access for deliveries, staff and animals.
 - Comment on general layout of the buildings, stalls and barriers, proposed operational parameters and criteria for air turnover, heating and ventilation, utility access, integration of Fauna, Inc. TAMER apparatus (giraffe) and box chute (white rhino), door and gate operation and configuration.
 - Comment on design to facilitate best practices in animal management, workflow efficiencies and general building operations.
 - Comment on basic building construction materials and strategies throughout the barn with the aim of identifying the safest and most cost-effective, durable and functional options available.
 - Comment on projected operational cost savings by adopting alternate strategies to building design and construction.
 - Comment on animal barn substrates proposed.
 - Comment on proposed stall/barrier details.

- Review concept level estimates.

Deliverables: Prepare and submit a report in PDF format with written recommendations, keyed into red-lined drawings and outline specifications.

Task 2: December 2021

- Participate in a meeting with Zoo staff and the DB contractor to review and become familiar with the Design Development (DD) plans, details, sections, and outline specification.
- Review and mark up drawings and specifications with comments.
- Make clear recommendations for suggested changes keyed to the red-lined drawings and specifications.

Deliverables: Prepare and submit a report in PDF format with written recommendations, keyed into red-lined drawings and outline specifications. Participate in a follow-up meeting with Zoo staff and the DB contractor to present the results and field questions.

Task 3: March 2022

- Participate in a meeting with Zoo staff and the DB contractor to review and become familiar with the 50% Construction Document (CD) plans, details, sections and specification.
- Review and mark up drawings and specifications with comments. Review and comment on specialty systems including gate operator design, gate operator locations and site lines to gates, locking systems, specialty hardware, drinkers, lighting, HVAC, hose reel locations, floor scales, floor or substrate types, trench drains (type and location), video surveillance, keeper workspace and breakroom features, BTS tour amenities, food prep/kitchen area, interior finishes, waste loading dock.
- Make clear recommendations for suggested changes keyed to the red-lined drawings and specifications.
- Determine if there are elements of the drawings and specifications that are unclear, in conflict, in error or omit vital features.
- Review the DB contractor's estimate and comment.

Deliverables: Prepare and submit a report in PDF format with written recommendations, keyed into red-lined drawings and outline specifications. Participate in a follow-up meeting with Zoo staff and the DB contractor to present the results and field questions.

Task 4: June 2022

- Participate in a meeting with Zoo staff and the DB contractor to review and become familiar with the 90% Construction Document (CD) plans, details, sections and specification.
- Review and mark up drawings and specifications with comments.

- Make clear recommendations for suggested changes keyed to the red-lined drawings and specifications.
- Determine if there are elements of the drawings and specifications that are unclear, in conflict, in error or omit vital features.

Deliverables: Prepare and submit a report in PDF format with written recommendations, keyed into red-lined drawings and outline specifications. Participate in a follow-up meeting with Zoo staff and the DB contractor to present the results and field questions.

RFQ SUBMITTAL REQUIREMENTS

- Cover letter: Maximum two pages outlining why the Zoo should select your firm for this assignment. Identify who will be the point of contact including their e-mail address.
- General qualifications:
 - List all giraffe and white rhinoceros barn and habitat projects successfully completed by your firm in the last ten years. Include information on the scope of the projects, location, date completed, schedule details, number of animals accommodated in the design, barn area, animal management style employed (more intensive/traditional zoo or less intensive/wildlife park), completed cost and detail any errors/omissions associated with the projects. If available, photos of finished barns would be appreciated. Provide two (owner and contractor) references for each project.
 - List all giraffe feeding exhibits and projects successfully completed by your firm in the last ten years. Include information on the scope of the projects, location, date completed, schedule details, number of animals accommodated in the design, completed cost and detail any errors/omissions associated with the projects. If available, photos of the finished giraffe feeding would be appreciated. Provide two (owner and contractor) references for each project.
 - Provide an organizational chart indicating key staff assigned to the project. For each key staff member identified in the organization chart, provide a summary of relevant experience and qualifications. Detailed résumés should be submitted. The brief overview should identify the individual experience on similar projects and their availability to support this project.
- Schedule for Completion: Time is an important aspect of the project and if the firm does not believe the schedule is achievable, please indicate the reasons and provide an alternate schedule.

SELECTION CRITERIA

Selection will be based on **the following as set forth in the submission and related investigation and analysis by the Zoo:**

1. Firm’s experience and expertise with Giraffe and White Rhino Barns and habitats and Giraffe Feeding within the past ten years: 50 Points
2. Production Capacity – Ability to meet agreed upon deadlines for each task outline in this RFQ: 25 Points
3. Firm’s approach to Peer Review - Demonstration of ability to perform species – specific reviews and recommendations: 10 Points
4. Peer Review plan, indicating timeframes for each phased task review:10 Points
5. Complete resumes of key personnel to be assigned to the project: 5 points

SUBMITTAL DOCUMENTS

Documents will be available on **October 27, 2021** at: stlzoo.org/vendor

NOTE: Failure to include a completed MBE/WBE participation form will result in participation recorded as NONRESPONSIVE/ DISQUALIFIED at bid opening.

MANDATORY PRE-SUBMISSION MEETING & SITE INSPECTION

A **mandatory** pre-submission meeting will be held at **11:00 AM CST on November 5, 2021** via Zoom meeting. To access:

- Register in advance for this meeting:
<https://stlzoo.zoom.us/meeting/register/tZcqdu6pqTMiGtRbMk9RYk4nN7-OC5s9D2QF>
- After registering, you will receive a confirmation email containing information about joining the meeting.

QUESTIONS

All questions must be received by **November 12, 2021** for issuing of addendums. All emailed questions and answers will be shared with all responders. The source of the questions will remain anonymous. Addendums will be placed on the Zoo website as they become available: stlzoo.org/vendor. Any oral responses shall be unofficial and not binding on the Zoo.

SUBMISSION DEADLINE

Submissions will be accepted on or before **3:00 PM CST on November 19, 2021**. Only electronic submissions will be accepted. Please submit the Submission as a single pdf to the following link.

<https://stlzoopoc.egnyte.com/ul/ChDY2sHy9j>

To ensure ease of submission, consider uploading well ahead of the deadline time. Late submissions will not be accepted.

Any submitted document shall remain valid and subject to acceptance for ninety (90) days after the submission due date.

ZOO CONTACTS

Questions concerning this solicitation shall be submitted via email to Candace Bingham, Director of Procurement at cbingham@stlzoo.org.

REQUEST FOR SUBMITTAL

The Saint Louis Zoo is seeking qualified submissions as outlined on the Request for Submittal, and the Scope of Work contained within these documents.

I. THE QUALIFICATION PROCESS

A. Submission of Submittal

1. **Note: Failure to include a completed MBE/WBE participation form will result in ZERO MBE/WBE participation recorded at opening.**
2. Submittal should be in PDF format.
3. Submittals will be accepted on or before **3:00 PM CST on November 19, 2021**. Only electronic submissions will be accepted. Please submit the submission as a single pdf to the following link. <https://stlzoopoc.egnyte.com/ul/ChDY2sHy9j>

To ensure ease of submission, consider uploading well ahead of the deadline time. Late submissions will not be accepted. No bid received after the specified time will be considered.
4. No submittal received after the specified time will be considered.
5. Any submittal may be withdrawn prior to the specified time for opening or any authorized postponement thereof.
6. Submittals having an acceptance time limit of less than 30 days may be rejected.
7. Mailed, faxed, emailed and phone in and hand delivered submittals shall **not** be accepted.
8. Sunshine Law. "Bidder" acknowledges that Zoo has represented to Bidder that Zoo may be subject to the provisions of Missouri's Sunshine Laws (Mo. Rev. Stat. Sects. 610.010-.225) (the "Sunshine Law"), which statute creates a presumptive rule of public availability of all records held by public governmental bodies, such as the Zoo, unless an exemption from disclosure is available under the Sunshine Law (this includes all Bidding Materials that are not exempt from disclosure under the Sunshine Law). Qualification Based Selection 'work orders' inclusive.

B. Submission components and Attachments

C. Minority Participation List

Submitters shall execute and include with Submittal, the Minority & Woman Owned Participation (Appendix A).

D. Accuracy of Submittal

1. Submitters may not use omissions or errors in the Qualification documents to their advantage. The Owner reserves the right to correct any such errors or omissions, which new instructions shall be treated as if originally included.
2. The Qualification documents contain the available information about the work. Information obtained from any officer, agent, or employee of the Saint Louis Zoo, or from any other person, will not relieve the Submitter's responsibility to assume all risks and obligations pertaining to the work, and to fulfill the conditions of the Contract.
3. No Submitter may assert after submittal have been opened there was a misunderstanding concerning the documents, the conditions under which the work must be performed, or the quantities of work involved.

E. Direct questions about this Request for Submittal to: **Candace Bingham**.

II. SELECTION OF SUCCESSFUL FIRM AND CONTRACT AWARD

- A. The Saint Louis Zoo enjoys the support of the community through the Metropolitan Zoological Park & Museum District. For this reason, the Zoo makes every effort to return that support by contracting with qualified businesses within the District (comprised of St. Louis and St. Louis County) whenever possible.
- B. The time specified for awarding a Contract and for commencing work may be extended or shortened by mutual agreement between the Zoo and the successful Bidder.
- C. Before awarding any Contract, the Saint Louis Zoo reserves the right to require the successful firm to file proof of his ability to properly finance, manage, staff and execute the project. The Zoo reserves the right to reject any submittal if the evidence submitted by, or other investigation of, the Submitter fails to satisfy the Zoo that the Firm has the proper submittal, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the agreement or to perform the work contemplated.



**POLICY ON
MINORITY & WOMEN
OWNED BUSINESS PARTICIPATION ON
SAINT LOUIS ZOO
CONTRACTS**

Revised: July 15, 2021

**POLICY ON
MINORITY AND WOMEN OWNED BUSINESS
PARTICIPATION ON
SAINT LOUIS ZOO CONTRACTS**

SECTION ONE: POLICY

It is the policy of the Saint Louis Zoo that minority and women-owned businesses, as defined herein, shall have the maximum opportunity to participate in the performance of contracts or sub-contracts of the Zoo. The Zoo shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under all Zoo contracts. The Zoo or its Contracting Agencies shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

The method that the Saint Louis Zoo shall employ to implement this policy is the establishment of a goal of at least 25% Minority Business Enterprise participation and at least 5% Women Business Enterprise participation in contracts and purchases wherein Zoo funds are expended. This goal shall be pursued by the programs described below.

SECTION TWO: PROGRAM ADMINISTRATION

1. The Chief Financial Officer for the Saint Louis Zoo shall be charged with the overall responsibility for the administration and enforcement of this Policy on Zoo Minority and Women Owned Business Participation on Saint Louis Zoo Contracts. The Director of Procurement shall be charged with establishing procedures & implementation for the purpose of monitoring the Zoo's overall performance with respect to Minority and Women Business Enterprise participation. The duties and responsibilities of the Director of Procurement shall include:
 - a. Developing and distributing a directory of certified M/WBE businesses.
 - b. Reviewing on a regular basis, the progress of the Zoo toward achieving the goals for the utilization of Minority Business Enterprises and Women Business Enterprises and making an annual report in the first quarter of each year to the Zoo Commission, reporting that progress which has been made, together with recommendations as to such further remedial action that should be taken, if any.
 - c. Monitoring the Zoo throughout the duration of contracts to ensure that all efforts are made to comply with the requirements of this policy.
 - d. Certifying whether or not the requirements of this policy have been satisfied before contracts are signed or countersigned.
 - e. The advertisement for bids, if any, shall appear in the St. Louis Post Dispatch and the St. Louis American no later than 21 days before bids are due on specific contracting opportunities, except where the contracts are awarded on an emergency basis.
 - f. All contract solicitations shall include this M/WBE policy and any other materials required.

2. It shall be the responsibility of each bidder and proposer to adhere to procedures and provisions set forth in this policy:
 - a. Each bidder and proposer **must** complete an M/WBE Utilization with Assurance Form and identify therein its commitment, if any, to utilize MBE's and WBE's. **Any failure to complete and sign the M/WBE Utilization Form will result in the bid or proposal being declared nonresponsive and disqualified.** In the response to an invitation to bid or request for proposal, the bidder or proposer shall include the names of Minority and Women Business Enterprises to whom it intends to award subcontracts, if any, the dollar value of the subcontracts and the scope of work to be performed.
 - b. It is the bidder's or proposer's responsibilities to ensure all M/WBEs projected for use have been certified by recognized agencies, including local and national minority supplier development councils, women owned business development centers, Local, State, and Federal government agencies, or nationally recognized chamber of commerce prior to bid opening. The Zoo will not accept self-certification or certification in process.
 - c. Whenever additional contract supplements, extra work orders or change orders are made that individually, or in aggregate, increase the total dollar value of the original contract, the contractor shall make every effort to maintain the level of M/WBE participation as established in the original contracts.
 - d. The awardees of a contract must, for the duration of their contract, submit a copy of executed agreements with the M/WBEs being utilized. Awardees will be required to submit M/WBE workforce participation at the end of each calendar fiscal month as well as annually at calendar fiscal year's end.
 - e. The prime contract bidder must declare their workforce demographics upfront at time of the time of bid. Workforce, as defined by the Zoo, is the entire labor pool for a single company including professional and labor staff.
 - f. The prime contract bidder should break its subcontracts down into discrete items or packages that at least some of the M/WBEs in the relevant area may find economically feasible to perform.
 - g. The prime contract bidder should not deny a subcontract to an otherwise qualified and competitive M/WBEs solely because the latter cannot perform an entire package of related items, but the bidder may deny a request to repackage the work where doing so would jeopardize scheduling or increase that bidder's cost of performing the original package by more than 5%.
 - h. The Zoo shall use at least part of any pre-bid meeting to encourage prime contractors and M/WBEs to work together, providing an opportunity for all firms to identify themselves and for all M/WBEs to identify the type(s) of work that they perform. The Zoo should also emphasize that it expects all firms to perform a commercially useful function.
 - i. The Zoo shall prepare monthly reports concerning its progress in achieving the goals established in this policy.
 - j. Change orders whether made individually or in the aggregate, which alter the total dollar value of the original contract must maintain the level of M/WBE participation as established in the original contract. If the Contractor is unable to meet its M/WBE contractual commitment, it must submit documentation of reasons for failure to meet the goals.

3. Bonding and Insurance

The prime contract bidder should be encouraged not to deny a subcontract to an otherwise qualified and competitive, and if necessary, certified M/WBE solely because the latter cannot provide a

performance or payment bond for the work, unless the bidder's bonding is contingent upon bonding for all subcontractors.

4. Written Policy

Independent and apart from its interest in any one project, the prime contract bidder should have a written policy stating that it affirmatively supports subcontracting to M/WBEs and that bringing such firms into the mainstream of the involved industry is a priority for that firm. This policy shall be made available to the Zoo upon request.

5. Liaison with M/WBEs

Independent and apart from its interest in any one project, the prime contract bidder should assign a senior official the responsibility of serving as a liaison between the firm and the M/WBEs in the relevant area.

6. Scope Letter

At least five business days before the date on which bids are due, the M/WBEs should also give the prime contract bidder a scope of work letter that defines the items that the M/WBE would like to perform.

SECTION THREE: ZOO CONSTRUCTION AND IMPROVEMENT CONTRACTS

This section shall be applicable to all contracts let for Zoo construction or improvements.

MBE and WBE participation shall be counted in accordance with the following provisions:

1. The Zoo may count MBE or WBE participation only expenditures to MBEs and WBEs that perform commercially useful functions in the execution of a contract. An MBE or WBE is considered to perform a commercially useful function when it is responsible for executing a distinct element of the work and carrying out its responsibilities by actually performing, managing and supervising the work involved. To determine whether a MBE or WBE is performing a commercially useful function, the Zoo will evaluate the amount of work subcontracted, industry practices and other relevant factors.
2. The Zoo may count as a MBE or WBE participation the total dollar value of a contract with a MBE or WBE prime contractor less any amount that is subcontracted to non- MBEs/WBEs (including any persons or firms that are identified as MBE and/or WBE but are not so certified by a certifying authority).
3. The total dollar value of a contract with an enterprise that is owned and controlled by a minority woman will be counted as minority participation.
4. The Zoo may count as MBE or WBE participation a portion of the total dollar value of a contract with a joint venture equal to the percentage of MBE or WBE participation in the joint venture. The joint venture must be certified by a Certifying Authority (as defined below) and the MBE and WBE participation in the joint venture must be responsible for a clearly defined portion of the work to be performed, equal to a share in the ownership, control, management, responsibility, risks and profits of the joint venture.
5. The Zoo may count toward a bidder's MBE and WBE goals expenditures for material and supplies obtained from M/WBE suppliers and manufacturers, provided that the M/WBE assumes the actual

and contractual responsibility for the provision of materials and supplies.

- a. The Zoo may count a bidder's entire expenditure to a M/WBE manufacturer. Manufacturer is defined as an individual or entity that produces goods from raw materials or substantially alters them before resale.
6. The Zoo may count as MBE and WBE participation the entire expenditure to certified MBE or WBE supplier, when the supplier:
 - a. Assumes the actual and contractual responsibility for furnishing the supplies and materials; and
 - b. Is recognized as a distributor by the industry involved in the contracted supplies and materials; and
 - c. Owns or leases a warehouse, yard, building or whatever other facilities are viewed as customary or necessary by the industry; and
 - d. Distributes, delivers and services products with their own staff and/or equipment.
7. The Zoo may count as MBE and WBE participation only those firms that have been certified as MBE's and WBE's by local and national minority supplier development councils, women owned business development centers, Local, State, and Federal government agencies, or nationally recognized chamber of commerce ("Certifying Authority") prior to bid opening. If a firm listed by a bidder in its bid documents has not been so certified as MBE or WBE, the amount of participation it represents will be deducted from the total MBE or WBE participation proposed by the bidder.
8. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
9. Representatives of the Zoo or its designee shall make periodic visits to the project site to verify minority and women's business enterprise participation and staffing.
10. Contracts totaling \$3 million and above include a 3 month paid training program for a minority or woman individual.

SECTION FOUR: SERVICE CONTRACTS

1. It shall be the goal of each Contracting Agency where anticipated service contracts, including professional service contracts, for any year exceed the sum of \$25,000 in the aggregate that 25% of the aggregate value of contracts awarded each fiscal year be let with MBEs and that 5% of the aggregate value of contracts awarded each fiscal year be let with WBEs.
2. All requests for services, including professional services, shall require proposers to make every good faith effort to utilize M/WBE firms as subcontractors and suppliers whenever possible.
3. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local M/WBE firms are encouraged.
4. Participation of M/WBE firms located within the Zoo Museum District is preferred (City of St. Louis and St. Louis County, Missouri).

SECTION FIVE: SUPPLY CONTRACTS

1. The goal of the Zoo is that 25% of the value of all contracts let and purchases made by the Zoo shall be let or made with MBEs and that 5% of the value of all contracts let and purchases made by the Zoo shall be made with WBEs.
2. All contracts let by the Zoo for the purchase or lease of materials, equipment, supplies, commodities

or services, the estimated cost of which exceeds \$10,000, shall be subject to this goal.

3. Joint ventures or mentor-protégé relationships between prime contractors/distributors, subcontractors, and materials suppliers with local M/WBE firms are encouraged.
4. Participation of M/WBE firms located within the Zoo Museum District (ZMD) is preferred.

SECTION SIX: ARCHITECTURE, ENGINEERING, & SURVEYOR CONTRACTS

1. It shall be the goal of each Contracting Agency where anticipated Architecture, Engineering & Surveyor contracts for any year exceed the sum of \$25,000 in the aggregate that 25% of the aggregate value of contracts awarded each fiscal year be let with MBEs and that 5% of the aggregate value of contracts awarded each fiscal year be let with WBEs.
2. All requests for such services, including professional services, shall require proposers to make every good faith effort to utilize minority business enterprises and women’s business enterprises as subcontractors and suppliers whenever possible.
3. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local M/WBE firms are encouraged.
4. Participation of M/WBE firms located within the Zoo Museum District is preferred (City of St. Louis and St. Louis County, Missouri).

SECTION SEVEN: QUALIFICATION BASED SELECTION CONTRACTS

1. The submitter is to submit a supplemental form containing actual M/WBE information as project scope is known with work order.
2. It is a requirement that the Zoo subsequently consents to such supplemental M/WBE information before moving forward with the proposed contract.

At contract completion, the Zoo shall obtain final documentation of M/WBE participation. The Zoo must have complete and acceptable documentation as determined by the Zoo of amounts paid to all project M/ WBE subcontractors on file before the final payment is made to the prime contractor/ organization.

Dated: _____

Saint Louis Zoo: _____

Title: _____

Contractor/ Representative: _____

Organization: _____

SAINT LOUIS ZOO
MBE/WBE UTILIZATION STATEMENT

Policy: It is the policy of the Saint Louis Zoo, that minority and women-owned businesses, as defined in the foregoing document, shall have the maximum opportunity to participate in the performance of contracts or sub-contracts of the Zoo. The Zoo shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under all Zoo contracts. The Zoo shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

Obligation: The contractor/ organization agrees to ensure that minority and/or women-owned businesses have the maximum opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with Zoo funds. The contractor/ organization shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under this contract. The contractor/ organization shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

Project and Bid Identification

Complete the following information concerning the Project and Bid:

Project Name: _____

Total Bid: \$ _____ n/a _____

Contract M/WBE Goal: 25% MBE and 5% WBE Participation

Dollar amount of proposed MBE: \$ _____ n/a _____

Dollar amount of proposed WBE: \$ _____ n/a _____

Workforce Demographic Declaration

Define your employee demographics for minority & women. Workforce, as defined by the Zoo, is the entire labor pool for a single company including professional and labor staff.

Minority _____ %

Women _____ %

ASSURANCE

I, acting in my capacity as an officer of the undersigned bidder or bidders if a joint venture, hereby assure the Saint Louis Zoo that on this project my company will: (check one)

_____ Meet or exceed contract award goals and will provide participation as follows:

Minority- Owned Business Commitment _____ Percent

Women-Owned Business Commitment _____ Percent

_____ Does not meet contract award goals but will demonstrate that good faith efforts were made to meet the goals and that my company will provide participation as follows:

Minority- Owned Business Commitment _____ Percent

Women-Owned Business Commitment _____ Percent

Certification Status (if declared, certification must be attached)

_____ MBE _____ WBE _____ Other _____ Not Applicable

Name of Company

By

Title

Date

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR/ SUBCONTRACTOR/ ORGANIZATION TO CIVIL OR CRIMINAL PROSECUTION.

APPENDIX A

DEFINITIONS

For purposes of this policy, the following terms have the meanings indicated below:

Certification: The process by which the Saint Louis Zoo determines a person, firm or legal entity to be a bona fide MBE or WBE through a certifying agency. Recognized agencies, include local and national minority supplier development councils, women owned business development centers, Local, State, and Federal government agencies, or nationally recognized chamber of commerce.

Contracting Agency: Any Agency or Department making a contract on behalf of the Saint Louis Zoo.

Good Faith Effort: all actions taken by a bidder or prime contractor consistent with the requirements, rules and procedures established by the Saint Louis Zoo to engage M/WBEs toward meeting the goals for minority and women business enterprise utilization.

Disadvantaged Minority Business Enterprise (DBE): a sole proprietorship, partnership or corporation owned, operated and controlled by disadvantaged group members who have at least 51% ownership. The disadvantaged group member(s) must have day-to-day operational and managerial control and an interest in capital and earnings commensurate with his or her percentage of ownership.

M/WBE: Minority and Women Own Business Enterprise

M/WBE Utilization Plan: the form detailing the goods and services to be provided by the prime contractor by each M/WBE list to meet the M/WBE goals. This form must be submitted at bid opening by each bidder and included the names(s) of all the M/WBE subcontractors to be utilized in the contract, certification information, the items of work to be performed and their percentage of the bid amount.

Minority Business Enterprise (MBE): a sole proprietorship, partnership or corporation owned, operated and controlled by minority group members who have at least 51% ownership. The minority group member(s) must have day-to-day operational and managerial control and an interest in capital and earnings commensurate with his or her percentage of ownership.

Minority Group Member(s): persons legally residing in the United States who are African American, Asian-American, Native-American or Hispanic-American.

Women's Business Enterprise (WBE): a sole proprietorship, partnership or corporation owned, operated and controlled by a women or women who have at least 51% ownership. The women or women must have day to day operational and managerial control and an interest in capital and earnings commensurate with her or their percentage of ownership.

Workforce: the entire labor pool for a single company including professional and labor staff.

Workforce Participation: a form submitted by the contractor or agency on a monthly & year-end basis declaring workforce participation based on pay application/ invoice statements.