

**Central West End SouthEast
Special Business District**

c/o Park Central Development Corporation
4512 Manchester Avenue, Suite 100
Saint Louis, Missouri 63110-2100
O: 314.535.5311
cwesoutheastssbd.com

BOARD OF COMMISSIONERS MONTHLY MEETING

TO BE HELD

October 18th, 2022, at 5:00 p.m.

4512 Manchester Ave

St. Louis, MO 63110

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on October 18th, 2022, at 5:00 p.m., the Central West End Southeast Special Business District (the "District") will hold its public Monthly Meeting to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

- 1. Call to Order**
- 2. Chair's Report & Announcement of the Order of Business**
- 3. Public Comments & Questions (5-minute limit per speaker)**
- 4. Approve Previous Meeting Minutes**
- 5. Public Safety**
 - a. Neighborhood Security Initiative, Jim Whyte
 - b. Camera Project Proposal, Jim Whyte
 - c. The City's Finest, Rob Betts
- 6. Neighborhood Improvement**
 - a. City of St. Louis, Ron Coleman
 - i. Lighting
 - ii. Sidewalk Repairs
 - iii. Public Infrastructure Projects
- 7. Project Reports**
 - a. Monthly Financial Reports
 - b. Tree Watering RFP – Approval
 - c. Hawk Signal RFP – Approval
- 8. Other Business**
 - a. New Board Members Approved
- 9. Adjournment**

This meeting is open to the public; provided, however, that a portion of the meeting may be closed to discuss legal, real estate and/or personnel matters as provided by Sections 610.021(1), (2) and/or (3), RSMo. Representatives of the news media may obtain copies of this notice, and persons with disabilities wishing to attend can contact: Park Central Development, 4512 Manchester #100, St. Louis, 63110, (314) 535-5311.

DATE POSTED: 10/14/2022

Time: 5:00 PM

• Central West End Southeast Special Business District •

4512 Manchester #100 Saint Louis, MO 63110 (314) 535-5311

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**Central West End Southeast SBD Meeting
September 20th, 2022 at 5:00pm
At 4512 Manchester Ave. Suite 100
St. Louis, MO 63110 (Zoom)**

Board Members in Attendance: Rick Kissel, Jeff Miner, Yusef Scoggin

Board members not in Attendance: Doug Anderson,

Others in attendance: Codi Holt (Park Central Development), Frank Eppert (ABNA), Kimberly Smith-Drake (WUMRC), Brooks Goedecker, Gerry Connolly

1. **Call to order:**
 - a. Y Scoggin called the meeting to order at 5:08 PM.
2. **Chair's Report and Announcement of Order:**
 - a. Y Scoggin gave an announcement that J Whyte and R Coleman would not be able to attend tonight. Due to new attendance, Y Scoggins asked that everyone introduce themselves.
3. **Public Comments & Questions:**
 - a. G Connolly asked what meeting occurred on September 19th. Y Scoggins shared that the NSI had an open meeting on the 19th to discuss their new initiatives. R Kissel shared that the NSI posted the presentation given during that meeting on their website.
4. **Approval of previous Meeting Minutes:**
 - a. R Kissel motioned to approve the previous meeting minutes; J Miner seconded. All in favor – motion passed.
5. **Public Safety:**
 - a. **Neighborhood Security Initiative:** Y Scoggin gave an overview of the NSI's monthly update. Y Scoggin noted that the suspect for the July burglaries had been identified and died of an overdose. C Holt shared that car thefts continue to be an issue in the district as well as throughout broader St Louis. Y Scoggin asked C Holt to check in with J Whyte on camera update project that Ashley Johnson had been working on. J Miner shared that the 1-15th was the first time that all patrol shifts had been filled by TCF, as staffing has been an issue.
6. **Neighborhood Improvements:**
 - a. C Holt gave the following community updates on behalf of R Coleman:
 - i. The alderperson agreed to contribute \$10,000, to the Hawk signal across Forest Park; however, BPS has declined to manage the project for that small amount due to extreme staff shortages. They suggested that if the SBD would like to fund completely, to go ahead and select an engineer to design and provide an estimate of the crossing. Y Scoggin recommended that the board begin conducting the RFP process to get a good number of estimates. C Holt shared that he would create an RFP for approval at the next meeting. B Goedecker said that he would share a list of city approved contractors over to C Holt.

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- ii. The Laclede lighting project is working its way through verification of winning bidder and should be officially awarded any time now, after which the work can begin when the bidder is ready.
 - b. Tree Watering: C Holt shared that ATBM gave an estimate of \$350 per weekly occurrence for tree watering. After discussion, Y Scoggin requested that C Holt begin the RFP process for Tree Watering services to identify best pricing for the project.
7. **Project Report:**
 - a. **Financial Reports:** C. Holt gave a summary of the monthly financial reports. J Miner motioned to approve the financials; R Kissel seconded. All in favor, motion approved.
 - b. **FY 2023 Budget – Approval:** C Holt gave an overview of the proposed FY 2023 budget based on a \$.85 tax rate, as last year. After discussion, the board recommended to increase the NSI pledge to \$70,000, increase the camera budget to \$40,000, set the lighting budget at \$150,000, and add an Infrastructure line item for \$60,000. R Kissel motioned to approve the FY 2023 Budget with the additional changes; Y Scoggin seconded. All in favor – motion passes.
 - c. **Vote on Tax Rate – Approval:** C Holt shared that the board would need to approve the tax rate for the upcoming year. R Kissel voted to approve the \$.85 tax rate; J Miner seconded. All in favor – motion passes.
8. **Other Business:**
 - a. **Board Member Application – Approval:** C Holt shared that Linda Emmenegger submitted an application for the open seat; however, was not able to attend due to a conference. B Goedeker shared that Linda Emmenegger would be a great candidate for the position. Y Scoggin shared that having a woman board member would be a beneficial addition and increase representation. Y Scoggin motioned to approve Linda Emmenegger’s application; R Kissel seconded. All in favor – motion passes.
9. **Meeting Adjourned:** Y Scoggin motioned to adjourn; R Kissel seconded. All in favor – meeting adjourned at 5:48 PM.

CWE Southeast SBD
Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
40900 · Cash	
10150 · Simmons Bank checking #2...	35,859.90
10155 · Simmons MMkt #8362	242,214.43
10160 · GSB - CWESE 8810	251,439.18
Total 40900 · Cash	<u>529,513.51</u>
Total Checking/Savings	<u>529,513.51</u>
Total Current Assets	<u>529,513.51</u>
TOTAL ASSETS	<u>529,513.51</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	250,000.01
Retained Earnings	632,881.81
Net Income	-353,368.31
Total Equity	<u>529,513.51</u>
TOTAL LIABILITIES & EQUITY	<u>529,513.51</u>

CWE Southeast SBD
Profit & Loss Budget Performance
September 2022

	<u>Sep 22</u>	<u>Jan - Sep 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	
Income					
41000 · Tax Revenue	0.00	587,848.37	560,000.00	560,000.00	
42800 · Interest Income	29.17	1,411.63			
49900 · Lighting Project Reserves	0.00	0.00	0.00	514,982.00	
Total Income	<u>29.17</u>	<u>589,260.00</u>	<u>560,000.00</u>	<u>1,074,982.00</u>	
Gross Profit	29.17	589,260.00	560,000.00	1,074,982.00	
Expense					
61000 · Administration					
61050 · Annual Award	0.00	0.00	50.00	50.00	
61100 · Administration (PCDC)	0.00	14,805.00	14,805.00	19,740.00	
61200 · Bank Charge	0.00	15.00	30.01	40.00	
61300 · Insurance, Liability & D&O	0.00	0.00	0.00	2,600.00	
61400 · Legal Fees	0.00	0.00	1,500.02	2,000.00	
61600 · Postage and Shipping Expense	0.00	24.50	75.01	100.00	
61755 · Contribution/Donations	0.00	0.00	7,000.00	7,000.00	
61800 · Web Site	143.40	163.57	250.00	250.00	
Total 61000 · Administration	<u>143.40</u>	<u>15,008.07</u>	<u>23,710.04</u>	<u>31,780.00</u>	
62000 · Public Services					
62010 · ATBM-Street Cleaning	1,750.00	16,750.00	14,850.00	19,800.00	Increase in expenses due to watering added
62015 · Beautification	360.00	14,970.50	15,924.01	21,232.00	
Total 62000 · Public Services	<u>2,110.00</u>	<u>31,720.50</u>	<u>30,774.01</u>	<u>41,032.00</u>	
68000 · Public Safety					
68200 · CWE Neighborhood Safety Ini	0.00	50,250.00	32,782.50	43,710.00	Rates went up based on tax revenue
68400 · National Night Out	0.00	0.00	1,000.00	1,000.00	
68500 · Patrol	13,560.00	88,595.01	105,000.02	140,000.00	
68600 · Security Camera	0.00	13,200.00	12,045.01	16,060.00	
68700 · Security Signs	0.00	0.00	1,400.00	1,400.00	
68900 · Lighting					
68901 · Installation	0.00	723,325.00			
68905 · Maintenance	0.00	7,995.32			
68900 · Lighting - Other	2,498.93	12,534.41	533,333.34	800,000.01	
Total 68900 · Lighting	<u>2,498.93</u>	<u>743,854.73</u>	<u>533,333.34</u>	<u>800,000.01</u>	
Total 68000 · Public Safety	<u>16,058.93</u>	<u>895,899.74</u>	<u>685,560.87</u>	<u>1,002,170.01</u>	
Total Expense	<u>18,312.33</u>	<u>942,628.31</u>	<u>740,044.92</u>	<u>1,074,982.01</u>	
Net Income	<u><u>-18,283.16</u></u>	<u><u>-353,368.31</u></u>	<u><u>-180,044.92</u></u>	<u><u>-0.01</u></u>	

CWE Southeast SBD Transaction List by Vendor

Type	Date	Num	Memo September 2022	Split	Amount
ABNA Engineering, Inc.					
Bill	09/15/2022	21-6030-08	Laclede Ave-Lighting	68900 · Lighting	-2,498.93
AT Building Maintenance					
Bill	09/06/2022	1389	Street Cleaning	62010 · ATBM-Street Cleaning	-1,750.00
Park Central Development Corporation					
Bill Pmt -Check	09/01/2022	Bill.com	https://app01.us.bill.com/BillPay?id=blp01GNNAXA20000 · Accounts Payable		-143.40
Pretty City Gardens					
Bill	09/07/2022	2555	Landscaping	62015 · Beautification	-360.00
The City's Finest LLC					
Bill	09/15/2022	INV-4905	Patrols	68500 · Patrol	-6,800.00
Bill	09/27/2022	INV-4849	Patrols	68500 · Patrol	-6,760.00
Bills Paid in September					-18,312.33

REQUEST FOR PROPOSAL (RFP)
Central West End Southeast Special Business District
Seasonal Tree Watering

Proposals must be submitted no later than **5:00 pm on December 6th, 2022**. Proposals must include all requested materials to be considered (bid, previous experience, references, etc.). Proposals may be submitted only in the following ways:

Emailed to Annette@pcd-stl.org

OR

Mailed or hand-delivered to the following address:

DeBaliviere Place Special Business District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions concerning the RFP, please contact Annette Pendilton at (314) 262-4082 or annette@pcd-stl.org

Section I: INTRODUCTION

The Central West End Southeast Special Business District (CWE SE) is seeking proposals from qualified agencies to provide Seasonal Tree Watering. Selection of the successful agency will be made based on evaluation and determination of the ability of the responding agency to deliver quality service in a cost-effective manner. The term of the contract will be a two-year period ending.

Agencies may bid on Seasonal Tree Watering services cited in Section III: Scope of Services. This RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization
2. Management Approach
3. Personnel Selection Process
4. Communication and Reporting
5. Cost Proposal per Occurrence and Invoicing
6. Value Added Features

The CWE SE Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All Bidders must hold a valid St. Louis (City) business license or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Section II: CONTRACT TERMS

The term of this contract shall be for a two (2) year period unless terminated by either party with a written notice thirty (30) days in advance.

Agency shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency's rules and regulations, as well as any other policy established by the contracting parties.

Agency shall ensure hiring, training and administration of motivated and professional employees that meet or exceed the standards of both CWE SE Board and its Administrator.

A copy of Agency's workers' compensation insurance per the State of Missouri and \$1M certificate of general liability coverage which names Central West End Southeast Special Business District as additionally insured will be made addendums to the contract.

Agency is responsible for the daily personal appearance of crews.

Agency shall administer all cost accounting and billing relative to this contract.

Agency shall respond as necessary to accommodate additional hours or services as may be requested by CWE SE Special Business District.

Section III: SCOPE OF SERVICES

Seasonal Tree Watering: (see service area locations below)

1. Water all 54 trees twice a week.
2. Watering is to take place from June to September. Depending on the weather, watering may continue through October.
3. Provide approximately 10-15 gallons of water per tree.
4. Provide additional waterings as requested during hotter weeks.

Trees in need of watering can be found at the locations below:

3949 Forest Park	4100 Laclede (15 trees)
4121 Forest Park (6 trees)	4127 Laclede
4111 Forest Park	4150 Laclede
4205 Forest Park (2 trees)	4159 Laclede
4301 Forest Park	4163 Laclede
4365 Forest Park	4169 Laclede
4150 LACLEDE AVE	4237 Laclede
4219 LACLEDE AVE	4334 Laclede
4231 LACLEDE AVE	4375 Laclede
4235 LACLEDE AVE	4377 Laclede (2 trees)
4020 Lindell	4397 Laclede (2 trees)
4314 Lindell	4399 Laclede
4362 Lindell	
4374 Lindell	
4464 LINDELL	
4464 LINDELL	
33 N SARAH ST	
4245 West Pine (2 trees)	
4350 West Pine	

Section IV: INSTRUCTIONS TO BIDDERS

Questions should be addressed to Annette Pendilton at Annette@pcd-stl.org or 314-262-4082.

Proposals should address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

- 1 Company History and Organization** – Provide a brief Agency history; include the name, title and contact information of the staff directly responsible for management and supervision of this project.
- 2 Personnel Selection Process** – Describe staff recruitment, selection and vetting.
- 3 Cost Proposal** – Include billing rates per occurrence and a total cost for the service to be considered.
- 4 Invoicing** – Propose invoicing frequency, procedures, and applicable discounts.
- 5 Value-Added Features** – Indicate features or programs not covered elsewhere in the response which is offered to enhance your Agency's ability to effectively carry out this project.
- 6 References** – Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to CWE SE. Include reference name, address, and contact number.

REQUEST FOR PROPOSAL (RFP)
For Design and Management of Pedestrian Hybrid Beacon Sign and
Crosswalk

Proposals must be submitted by no later than 5:00 P.M. on Tuesday, December 6th, 2022. Proposals must include all requested materials to be considered: services offered, cost proposal, time turn around, references, etc. Proposals may be submitted in the following ways:

Emailed to annette@pcd-stl.org

Or

Mailed or hand-delivered to the following address:

Central West End Southeast Special Business District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions, please contact Annette Pendilton at 314-535-5311.

Section I: INTRODUCTION

The Central West End Southeast Special Business District (CWE SE SBD) is seeking proposals from qualified agencies to design and manage construction of a new Pedestrian Hybrid Beacon (PHB) (HAWK signal) on Forest Park Avenue between Spring Avenue and Vandeventer Avenue. In addition to the beacon, other project improvements will include new curb ramps and sidewalk to complete the crossing and comply with standards set forth by the Americans with Disabilities Act (ADA). Services are to be performed by a registered Professional Traffic Operations Engineer.

Agencies must bid on all services listed below. The RFP establishes information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner.

The CWE SE SBD's Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any or all bids or amend the scope of the project. All Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Section II: SCOPE OF SERVICES

1. Coordinate with the City of St. Louis Streets Department and Board of Public Service to obtain their approval of the proposed improvements, including submitting any traffic analyses that may be required.
2. Provide topographic and right-of-way survey of the project area.
3. Provide a preliminary design plan depicting signal equipment for the new beacon, curb ramps, and sidewalks.
4. Provide final design plans and detail sheets for the improvements.
5. Provide final specifications, special provisions, and cost estimates.
6. Coordinate submittals of the design plans with the City of St. Louis Board of Public Service and respond to review comments.
7. Obtain approval of the design plans and a permit from the City of St. Louis to construct the improvements.
8. Obtain bids from qualified contractors to construct the improvements.
9. Assist with review of bid information.
10. Assist with development of contracting documents.
11. Review shop drawings submitted by the contractor.
12. Provide engineering assistance and consultation to the contractor during construction.
13. Provide periodic on-site observation of construction activities performed by the contractor.
14. Attend a final walk through and assist with development of a punch list.
15. Coordinate with the City of St. Louis to obtain final acceptance of the constructed improvements.
16. Coordinate traffic signal turn-on with the contractor and City of St. Louis Streets Department.

17. Program signal timing parameters into the controller and observe turn-on of the new traffic signal equipment.
18. Adjust traffic signal timings in the field in response to actual traffic conditions following turn-on/completion of the beacon.
19. Name the Central West End Southeast Special Business District as additionally insured on insurance required for the project.

Section III: INSTRUCTIONS TO BIDDERS

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

1 Services Offered with Detailed Description

- Provide a detailed description of methodology for the design, construction, and management of Pedestrian Hybrid Beacon Sign (PHB) (HAWK signal) and crosswalk.
- Provide a detailed description for the installation process with mention of permitting requirements.
- Provide insurance coverage information.

2 Project Timeline

- Provide an estimated time until completion once awarded a contract.
- Include timing of milestones regarding fabrication and installation.
- Describe the agency's labor capacity to deliver on the project in a timely manner.
- Describe the agency's process for reporting on the status of the project.

3 Cost Proposal and Invoicing

- Provide cost and invoicing procedures.
- The estimate of cost should include everything without exclusions.

4 Company Background, Past Work, and References

- Provide a brief Agency history. Explain ownership, and include name and title of the personnel who would be directly responsible for the management and local supervision of this project.
- Describe Agency's environmental impact considerations.
- Provide a brief description of relevant past experience on similar projects.
- Provide at least three (3) past client references. Include reference name, address, and contact number.

- Indicate features or programs not covered elsewhere in the response which are offered to enhance your Agency's ability to effectively carry out this project.