

CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI
REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL MOLD REMEDIATION SERVICES
CITY HALL / POLICE DEPARTMENT

9641 Bellefontaine Neighbors Rd, St. Louis, Missouri 63137

RFQ No.	2026-01
Issue Date	10/26/2026
Pre-Submittal Site Visit	11/5/2026, 1:00pm
Questions Due	11/12/2026
Qualifications Due	11/19/2026
Anticipated Selection	12/3/2026
City Contact	Karl Scheidt, kscheidt@cityofbn.com

1. INVITATION AND PURPOSE

The City of Bellefontaine Neighbors, Missouri ("City") invites statements of qualifications from experienced mold remediation/restoration firms to perform professional mold remediation at the City Hall / Police Department facility. The work is based on the June 18, 2026 Mold Inspection & Testing (MI&T) report, which concluded that elevated mold conditions exist and recommended professional mold remediation. The City intends to select a qualified firm capable of completing the remediation protocol safely, documenting the work, and coordinating with independent post-remediation clearance testing before reconstruction begins.

2. PROJECT BACKGROUND

The facility experienced water intrusion affecting multiple areas. Roof repair work intended to address a significant source of water intrusion is currently nearing completion. The selected remediation firm shall verify that the areas to be remediated are suitable for remediation and shall promptly notify the City of any active moisture or water-intrusion condition that should be corrected before or during remediation.

The MI&T inspection identified the principal mold source as the rear foundation wall near the trashcan and HVAC/PTAC unit near the basement bathroom. The inspection also documented visible microbial growth in the police officers break room, water damage in the basement bathroom and narrow basement office, water staining on ceiling tiles in multiple areas, and elevated surface moisture in the locker room. The inspection characterized the mold problem as localized rather than widespread and recommended professional remediation.

3. BASIS OF REMEDIATION / REFERENCE DOCUMENT

The selected firm shall use the City-provided MI&T Mold Inspection Report dated June 18, 2026 as the minimum basis for its remediation approach. The report recommends localized containment and professional remediation, including the following measures:

- Create containment for the affected work area using appropriate isolation methods.
- Use negative pressure during remediation.
- Use appropriate personal protective equipment (PPE).
- HEPA vacuum affected/contained areas before and after removal of contaminated materials.

CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI

- Apply appropriate biocide/antimicrobial treatment in accordance with the remediation protocol and manufacturer instructions.
- Remove contaminated drywall, insulation, and other contaminated building material at least 12 inches beyond visible mold, subject to actual field conditions.
- Clean and treat exposed structural components and wipe down vertical and horizontal surfaces with antimicrobial treatment.
- Properly contain, bag/wrap, transport, and dispose of contaminated materials.
- Perform final cleaning of the contained area.
- Operate an air scrubber in each containment area for approximately 48-72 hours, consistent with the inspection protocol.
- Coordinate post-remediation visual inspection and air sampling/clearance testing before containment removal, reconstruction, or re-occupancy of the remediated area.

The MI&T report does not recommend HVAC system cleaning or containment during reconstruction as part of the listed project-specific remediation steps. Any proposed work beyond the report protocol shall be separately identified and justified by the respondent.

4. ANTICIPATED SCOPE OF SERVICES

- Conduct a pre-remediation site assessment and verify the limits of the affected work area against the MI&T report.
- Provide a written remediation work plan describing containment, negative-air setup, PPE, removal procedures, cleaning methods, equipment, anticipated duration, and safety measures before mobilization.
- Coordinate work to minimize disruption to City and Police Department operations and protect occupants, records, equipment, furnishings, and unaffected areas.
- Establish and maintain localized containment and negative pressure appropriate to the affected area.
- Remove contaminated drywall, insulation, and other affected porous materials in accordance with the MI&T protocol, including removal at least 12 inches beyond visible mold where applicable.
- HEPA vacuum, clean, and treat structural components and affected surfaces; perform final cleaning and operate air scrubbers for the protocol-recommended period.
- Package and dispose of removed materials in accordance with the MI&T protocol and applicable requirements.
- Document pre-remediation conditions, containment, removed materials, treatment, equipment operation, and final cleaning with photographs and written daily/project records.
- Notify the City immediately if concealed mold, additional moisture, structural damage, or contamination outside the anticipated limits is discovered. No material expansion of scope shall proceed without written City authorization.
- Coordinate with the City and an independent qualified inspector for post-remediation clearance testing. Remediation shall not be considered complete until the designated area passes required clearance or the City otherwise accepts corrective action in writing.
- Provide a final remediation report, photographs, disposal documentation as applicable, product information/SDS for treatments used, and warranty or certification offered by the firm.

5. SEQUENCING AND COORDINATION WITH RECONSTRUCTION

Mold remediation shall precede reconstruction in affected areas. New drywall, finishes, ceiling materials, or other reconstruction that would conceal remediated surfaces shall not be installed until post-remediation clearance has

CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI

been obtained. The City anticipates procuring or performing reconstruction separately. The remediation firm shall leave remediated areas in a condition suitable for inspection and subsequent reconstruction.

6. MINIMUM QUALIFICATIONS

Respondents should demonstrate that the firm and personnel assigned to this project possess the training, experience, equipment, and insurance necessary to perform professional mold remediation. At a minimum, the City requests evidence of:

- At least three years of relevant mold remediation/restoration experience, or comparable demonstrated experience of key personnel.
- Current IICRC certification applicable to water damage/microbial remediation, including AMRT or equivalent relevant credentials for key remediation personnel. Identify all certifications held and their expiration dates.
- Experience performing containment, negative-air operations, HEPA cleaning, removal of contaminated building materials, and post-remediation coordination in occupied commercial, governmental, institutional, or public-safety facilities.
- Ability to provide trained personnel, appropriate respirators/PPE, HEPA-filtered equipment, negative-air machines, air scrubbers, containment materials, and other equipment necessary for the work.
- Commercial general liability, automobile liability, workers compensation/employers liability, and any pollution/environmental liability coverage carried by the firm. Respondents shall state coverage limits and provide certificates upon request.
- Any licenses, registrations, or other credentials required for the work performed. Respondents shall identify applicable credentials rather than assume a requirement not stated in this RFQ.

7. STATEMENT OF QUALIFICATIONS - REQUIRED CONTENT

Submit a concise Statement of Qualifications organized in the following order:

- Firm Information: legal name, address, telephone, website, primary contact, email, ownership/business structure, and years in business.
- Project Team: names, roles, relevant experience, certifications, and resumes/brief biographies of personnel expected to perform or supervise the work.
- Relevant Experience: description of at least three comparable mold remediation projects completed within the last five years, preferably in occupied commercial, municipal, institutional, or public-safety facilities.
- References: client name, contact person, telephone/email, project location, approximate scope, and completion date for at least three comparable projects.
- Remediation Approach: narrative describing how the firm would implement the MI&T protocol, establish containment/negative pressure, remove contaminated materials, prevent cross-contamination, clean the area, and coordinate clearance testing.
- Schedule/Availability: earliest available mobilization date, anticipated duration based on the known scope, staffing level, and ability to coordinate around City/Police operations.
- Equipment: description of negative-air machines, HEPA vacuums, air scrubbers, moisture-detection equipment, and other relevant equipment available for the project.
- Safety Record and Procedures: respiratory protection, PPE, containment safety, employee training, and any relevant safety program information.
- Insurance: types and limits of coverage currently maintained, including pollution/environmental liability if carried.

CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI

- Claims/Disputes: disclose material litigation, contract terminations for cause, or regulatory enforcement related to mold remediation/restoration within the past five years, if any, and briefly explain.
- Conflicts/Exceptions: identify any conflicts of interest, exceptions to this RFQ, assumptions, or portions of the MI&T protocol the firm recommends modifying, with explanation.

8. COST INFORMATION / NEGOTIATION

This solicitation is a Request for Qualifications. The City will evaluate respondents primarily on qualifications and capability. The City may request a detailed cost proposal from the highest-ranked firm or from one or more qualified firms after evaluation, consistent with applicable City procurement requirements. Any requested cost proposal should separately identify mobilization/containment, labor, equipment, material removal/disposal, cleaning/treatment, air-scrubber operation, documentation, and any optional or unit-price work. No work shall begin until a written agreement or purchase authorization is approved by the City.

9. EVALUATION CRITERIA

Evaluation Factor	Weight
Relevant mold remediation/restoration experience	25%
Qualifications/certifications of project team	20%
Understanding of MI&T protocol and proposed approach	25%
Comparable references and past performance	15%
Availability, schedule, equipment, and ability to coordinate with City/Police operations	10%
Insurance, safety program, and overall responsiveness	5%

The City may conduct interviews, request clarification or additional documentation, check references, and negotiate with the respondent(s) determined most qualified, subject to applicable law and City procurement requirements.

10. SITE VISIT

Respondents are strongly encouraged to attend the pre-submittal site visit listed on the cover page. The City may make the site visit mandatory by written addendum. Respondents shall not disturb suspected mold or building materials during the site visit. Questions arising from the site visit shall be submitted through the RFQ question process.

11. QUESTIONS AND ADDENDA

Questions shall be submitted in writing to the City contact by the deadline stated on the cover page. Material interpretations, clarifications, or changes to this RFQ will be issued by written addendum. Respondents are responsible for acknowledging all issued addenda in their submittal.

12. SUBMITTAL INSTRUCTIONS

- Submit one original and 4 copies, plus an electronic PDF copy, unless the City specifies an electronic-only submission.
- Qualifications must be received no later than the date and time shown on the cover page. Late submittals may be rejected.

CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI

- Clearly identify the submission as: "RFQ - Professional Mold Remediation Services - City Hall / Police Department."
- Submit to: Mayor Miranda Avant, 9641 Bellefontaine Road, St. Louis, MO 63137

13. CITY RESERVATION OF RIGHTS

The City reserves the right, to the extent permitted by law, to reject any or all responses; waive minor informalities; request additional information; verify qualifications and references; conduct interviews; negotiate scope, terms, and compensation; modify or cancel the RFQ; and determine the respondent(s) most qualified to meet the City's needs. Issuance of this RFQ does not obligate the City to award a contract or reimburse any respondent for preparation or submission costs.

14. CONTRACT REQUIREMENTS

- The selected firm shall execute a written agreement approved by the City before beginning work.
- The selected firm shall maintain required insurance and provide certificates/endorsements requested by the City before mobilization.
- The selected firm shall comply with applicable federal, state, county, and City requirements and applicable occupational safety requirements.
- The selected firm is responsible for the acts and omissions of its employees, agents, and subcontractors.
- Any subcontractor performing remediation work shall meet qualifications appropriate to the work assigned and shall be disclosed to the City.
- No change in scope or additional compensable work shall proceed without prior written authorization from the City.
- The final agreement may include indemnification, insurance, payment, termination, records, and other provisions approved by the City Attorney.

15. REQUIRED ACKNOWLEDGMENT

Firm Name	
Authorized Representative	
Title	
Address	
Telephone	
Email	
Signature	
Date	

ATTACHMENT A - REFERENCE REMEDIATION PROTOCOL SUMMARY

Source: MI&T Mold Inspection & Testing report, inspection date June 18, 2026. The full report should be furnished with the RFQ as a reference exhibit. The report states that elevated mold conditions exist and professional mold remediation is recommended. It identifies the source of mold growth as the rear foundation wall near the trashcan and HVAC unit near the basement bathroom and calls for localized containment, negative pressure, HEPA vacuuming, antimicrobial/biocide treatment, removal of contaminated drywall/insulation at least

CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI

12 inches beyond visible mold, final cleaning, air scrubber operation for 48-72 hours, and post-remediation inspection/clearance before rebuilding.

If the full MI&T report conflicts with this summary, the City should obtain written clarification through an addendum before award. Respondents shall identify any recommended deviation from the report in their Statement of Qualifications.