

# Request for Quotes: Cultural Land Trust Design & Incorporation

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## 1. Who We Are

St. Louis Art Place Initiative (API) is seeking quotes for assistance in designing and creating a cultural land trust that will steward and maintain cultural assets in the Gravois Park neighborhood of St. Louis, MO.

In the 2018 Gravois-Jefferson Historic Neighborhoods Plan, residents asked for a non-profit housing model to ensure artists and art spaces could root long-term, utilizing art to enhance and transform vacant lots into vibrant public spaces. API was created to answer that call. Founded in 2019 by the Incarnate Word Foundation, Kranzberg Arts Foundation, and the Regional Arts Commission, API's mission is to build the wealth for artists through homeownership and transform vacant spaces into cultural assets with communities. Learn more at [stlartplace.org](http://stlartplace.org).

## 2. Why a Cultural Land Trust?

API's work in Gravois Park has two primary domains: (1) creating affordable, for-sale artist housing and (2) developing and maintaining permanent, art-forward cultural assets. Our model preserves the affordability of the artist homes through a deed restriction that requires the artist-homeowner to sell the home back to API or its designee so the next purchaser is a low-to-moderate income artist. Residents and API want to create a cultural land trust to steward and maintain the cultural assets created over time.

API has secured grant funds through the City of St. Louis to create a cultural land trust. In 2026, API will finish developing an artist residency, community art space and garden, and create its first public art pieces to be part of the cultural land trust. The timing couldn't be better for establishing the cultural land trust.

## 3. Work Completed to Date

API and DSCC have laid the groundwork for this project by doing the following since 2019:

- Established an advisory committee (now dormant) to do initial brainstorming.
- Confirmed continuing resident interest in establishing the cultural land trust through several community engagement events since 2019.
- Had conversations with national best-practice community land trust expert, Grounded Solutions, to get recommendations on forming the land trust. They recommended API wait to establish the land trust until more artist-homeowners were in homes to serve on the advisory committee and ultimately serve on the land trust board. At least five artists will be in homes by mid-2026.

- Established the following desired components of the land trust creation:
  - Using an advisory committee made up of API and DSCC Board representation, residents, artist-homeowners, and any other relevant stakeholders to create the cultural land trust.
  - Create the land trust as a 501c3 governed by a Board of Directors. (The hope is that some advisory committee members will become permanent Board members.)
  - The land trust’s staffing should be minimal and could be provided by DSCC (0.25 to 0.5 FTE).
  - The land trust staff person’s tasks could include:
    - Applying for grants to fund maintenance.
    - Hiring and overseeing maintenance staff.
    - Leading programming implementation decided by the land trust Board.
    - Convening the land trust board for regular meetings (scheduling, creating an agenda, facilitating the meetings, etc.). The land trust Board’s work would eventually be minimal—e.g. quarterly meetings for updates, troubleshooting, and strategizing.

#### 4. Suggested Scope of Work

API seeks a consultant that can facilitate residents, API’s staff and Board of Directors, as well as those of its partner Dutchtown South Community Corporation (DSCC), through a process of designing the structure and function of the cultural land trust, and then assist API in incorporating the land trust as a 501c3.

Given the work completed to date, below is a suggested scope of work to consider when submitting a quote. Feel free to suggest modifications.

Activity	Description
A. Kick-Off Meeting	Preparation and facilitation for a kick-off meeting with API and DSCC staff.
B. Background Research	<ul style="list-style-type: none"> <li>● API will provide relevant background materials on community engagement and API and DSCC conversations that have already happened.</li> <li>● Research similar models to glean best practices and conduct consulting calls as necessary.</li> </ul>

C. Assist with reestablishing the Advisory Committee	Assist API in conducting outreach and scheduling to secure Advisory Committee members.
D. Create an Advisory Committee and Community Engagement Plan	Create a plan for engaging the Advisory Committee and residents to shape the structure of the cultural land trust.
E. Kick-off and Facilitate Advisory Committee Meetings	Plan and facilitate 3 - 4 advisory committee meetings that serve as the work sessions to design the structure and function of the cultural land trust.
F. Plan and Facilitate Community Engagement Meetings	Plan and facilitate 1 - 2 neighborhood community meetings to engage the larger resident population to incorporate their ideas.
G. Create final cultural land trust incorporation and operations plan	Create a final plan that 1) documents all engagement conducted 2) lays out the steps that should be followed to turn the land trust into a permanent structure (e.g. a 501c3) 3) makes best-practice recommendations for governing and operating the land trust successfully.
H. Assist with Cultural Land Trust Incorporation	Assist API and DSCC staff as they work with the advisory committee and a lawyer to incorporate the CLT into a 501c3 organization.

## 5. Deliverables

The specific deliverables, as mentioned in the above activity descriptions include:

- Advisory committee meeting notes
- Community meeting notes
- Cultural Land Trust Incorporation and Operations Plan, including a summary of all resident engagement

Responses to this RFQ can suggest deliverable modifications.

## 6. Timeline

- Start date: April 2026
- Completion date: December 2026

Key milestones will be developed with the selected contractor as activity dates are finalized.

## **7. Budget & Pricing Approach**

We anticipate funding a single award for this work and expect competitive proposals to be appropriately scoped for a five-figure budget.

Proposals should include a clear, fixed-fee budget aligned with the proposed methodology and deliverables. We are open to a range of pricing approaches and will prioritize proposals that demonstrate strong value, feasibility, and impact relative to cost. Proposers may include optional add-ons or alternative scopes that enhance the core work, with associated pricing clearly identified.

## **8. Proposal Requirements**

Please prepare your quote to include the below information in 1 - 3 pages:

- Organization background and relevant experience
- Proposed scope of work and timeline
- Itemized budget according to your suggested scope of work
- Two references that are past clients or people with whom you have worked very closely.

## **9. Submission Instructions**

- Submission deadline: February 25, 11:59 pm.
- Contact person and email: Jennifer Allen, [jennifer@stlartplace.org](mailto:jennifer@stlartplace.org).
- File format requirements: One single PDF.

## **10. Evaluation Criteria**

We only need three quotes for this contract, as required by the City of St. Louis' procurement guidance. Please forward to any capable contractors for this important work.

Proposals will be reviewed and scored according to:

- Experience
- Proposed approach based on project needs
- Cost-effectiveness

## **11. Questions**

We will be unable to answer any questions beyond necessary clarification. If something is confusing, please contact Jennifer Allen at [jennifer@stlartplace.org](mailto:jennifer@stlartplace.org).