



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS SEALED PROPOSAL 11-067

For

Engineering Services for Klondike Park Boat Ramp

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking Statement of Qualifications for **Engineering Services for Klondike Park Boat Ramp**. The County reserves the right to terminate the contract for reasons of violations by the successful proposer of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

INSTRUCTIONS

One original and three [3] signed copies of the statement of qualifications must be received in a sealed envelope plainly marked “**11-067 Engineering Services for Klondike Park Boat Ramp**” with the due date and time in the lower left corner of the envelope.

An authorized representative of the company/person submitting the statement of qualification must sign it in blue ink.

Statements of Qualifications must be delivered prior to **2/28/2011 at 2:00 PM** to the following address:

**St. Charles County Finance Department
201 North Second St, Room 541
St. Charles, MO 63301**

St. Charles County reserves the right to accept and/or reject any and all proposals.

INQUIRIES

Any questions or clarifications concerning this Request for Qualifications must be submitted in writing via E-mail (preferred), mail or fax to:

Rick Hooker, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
purchasing@sccmo.org

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- No additions, deletions, corrections, or adjustments will be accepted after submissions are opened.
- The electronic version of this proposal/RFQ is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this proposal/RFQ on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- An authorized officer of the company submitting the response must sign all copies, in blue ink.
- Vendors must submit four [4] signed copies of their statement of qualifications; one is to be an original and so marked.
- Prices for services should not be included in submitted responses
- St. Charles County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed submissions received after the designated time of the receipt of the sealed statements will be considered as “No Proposal” and “Void” and will not be opened.
- The successful firm is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All firms must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the firm best qualified and capable of performing the desired work, subject to successful contract negotiations.

Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this proposal request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a proposal solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and electronically signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

OPEN RECORDS

Any and all information contained in or submitted with the proposal becomes a public record subject to the Missouri Sunshine Law when a contract is executed or all proposals are rejected. If Proposer believes that any information contained in or submitted with the proposal is protected by the Missouri Sunshine Law, Proposer must clearly identify what information Proposer believes is so protected and must also clearly identify the legal basis therefor.

St. Charles County Department of Parks and Recreation
Request for Qualifications
Klondike Park Boat Ramp

The St. Charles County Department of Parks and Recreation is submitting a Request for Qualifications (RFQ) to provide professional services including design, engineering, construction bid documents, grant applications, permitting, and construction management services as necessary for the construction of a new Boat Ramp in Klondike Park. Klondike Park is located at 4600 Hwy 94 South, Augusta, Missouri 63332.

There is an existing boat ramp at the east end of Klondike Park, directly off of Hwy 94. The ramp is at mile marker 56.3 (+/-) on the Missouri River. The boat ramp area includes parking and rest room facilities, which are planned to be reused with the new ramp. The design of the existing ramp does not permit its use during high water periods. It also allows for the deposit of substantial amounts of silt when the water level drops after high water periods, requiring significant work to clear the ramp for use. These two conditions require the frequent closure of the existing ramp for sometimes quite lengthy periods. The design and construction of a new ramp shall address and rectify these problems.

The Scope of Services anticipated for the proposed project may include, but not be limited to, the following elements:

1. The evaluations of the existing facilities, for potential re-use, and identify any renovation or new facilities needed.
2. Conceptual studies to determine best location and design for new ramp.
3. Preparation of Opinion of Construction Costs.
4. Preparation of applications for potential grants funding.
5. Preparation of Construction Drawings for new ramp and other facilities. Ramp design shall include ADA compliance.
6. Obtain all necessary Federal, State and/or Local permits needed for construction.
7. Preparation of Bidding Documents. Assist St. Charles County with the bidding process, including response to questions and issuing addendums, and the review and evaluation of bids for award of construction contract.
8. Provide Construction Assistance to St. Charles County Project Manager, to include site visits, review of shop drawings, assistance with change orders, review of applications for payment, and other such tasks.
9. Provide correspondence to environmental or regulatory authorities, as required by permits.
10. Note that boundary survey, topography, geotechnical and other such information is available for the project area, but additional information may be desired.

Qualifications of firms desiring to provide the professional services for the Klondike Park Boat Ramp shall include the following items. For this solicitation, price will be negotiated only after selection of the most qualified firm using the following criteria:

1. List experience of the firm and/or key employees with similar projects involving boat ramps. Submit specific examples of these projects. Examples shall include contact information for Client, and specific duties performed by the firm and/or key employees in the design and construction of the boat ramp.
2. Describe firm's familiarity with the regulatory and permitting agencies involved with boat ramp design on the Missouri River, including approval and construction.
3. Provide general and specific qualifications of all firms, contractors, and subcontractors enlisted to provide the services required. List services to be subcontracted (if any), and the Consultant's experiences working with the subcontractor.
4. Discuss the production process that will be used for this project, including expected timeline or schedule, and any considerations that may affect work flow. Include the firm's capacity to perform.
5. Provide Professional References of pertinent experience with past projects.
6. Include a list of the key personnel that will be assigned to the project and the tasks/duties they will be expected to handle.
7. If your firm has multiple offices, provide list of offices and specifics on the office and office staff that will service this project.
8. Estimated number of man hours to perform all aspects of services described in the previously listed "Scope of Services." A fee range or total fee is not requested; however, the consultant should provide an approximate amount of staff time to complete the project
9. Thoroughness in providing the required information is paramount.

If necessary, after a review of proposals, a limited number of firms may be invited in for an interview. The purpose of the interview is to allow both the Consultant and the County to ask questions pertaining to the contemplated work and services to be provided.

Exception Sheet

If the item(s) and/or services proposed in the response to this proposal is in any way different from that contained in this proposal or proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE PROPOSAL

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____

(Indicates acceptance of all proposal terms and conditions)

Date: _____



AFFIDAVIT OF WORK AUTHORIZATION

The proposer/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the County for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

