



## LEGAL NOTICE

### REQUEST FOR PROPOSAL SEALED PROPOSAL 11-168

For

**Consultant Services to Develop a County Emergency Operations Plan (All Hazard)**

For

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

St. Charles County is seeking bids for **Consultant Services to Develop a County Emergency Operations Plan (All Hazard)**. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies

## PROPOSAL INSTRUCTIONS

One [1] original and five [5] signed copies of the proposal must be received in a sealed envelope plainly marked "**Sealed Proposal 11-168 for Consultant Services to Develop a County Emergency Operations Plan (All Hazard)**" with the date and time the proposal is due in the lower left corner of the envelope.

An authorized representative of the company/person submitting the proposal must sign in blue ink.

Proposals must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to **8/26/2011 at 11:00 AM**.

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

## PROPOSAL INQUIRIES

All questions or clarifications concerning this Request for Proposal 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](mailto:purchasing@sccmo.org)

- The RFP number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **08/19/2011**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

## 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

- St. Charles County reserves the right to reject any and all proposals or parts of a proposal and waive technicalities, and to adjust quantities.
- All proposals will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of proposal opening.
- All delivery costs or charges must be included in the F.O.B. destination proposal price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this proposal/RFP 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/RFP 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.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the proposal must sign all proposals, in blue ink.
- Vendors must submit six[6] signed copies of their proposal; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the proposal.
- 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 proposals received after the designated time of the receipt of the sealed proposals will be considered as "Void" and will not be opened.
- The successful proposer 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 proposers must possess the necessary and appropriate business and/or professional

licenses in their field.

- Award will be made to the low responsive, responsible proposer, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the proposer qualifies his proposal by specific limitations. The proposal can be on an "all or none" basis if wording in the proposal so states and if all items solicited are included in the proposal.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

### **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 bid 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 bid 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 E-Verify Memorandum of Understanding, completed online 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.

# REQUEST FOR PROPOSALS

## I. Introduction

St. Charles County Government is seeking assistance to develop a comprehensive County emergency operations plan (all hazard). The County government's existing plan is insufficient to the County's needs for its departments, services and duty to the citizens of the County.

The St. Charles County area is vulnerable to hazards – natural disasters, terrorism and large-scale industrial accidents. All of these have the potential for disrupting communities, causing casualties, interrupting the flow of commerce, and damaging or destroying public and private property. While emergency responders in St. Charles County are extremely capable and have successfully managed a number of incidents in recent years, including the floods of 1993 and the summer and winter storms in 2006 and 2008, the region has not yet been tested with a catastrophic event that significantly stresses County response systems. A catastrophic event for purposes of this RFP is any natural or manmade incident whether it crosses jurisdictional boundaries or is wholly contained in whole or part of St. Charles County, and results in various levels of damage, disruption, injury or casualty or severely affects the population, infrastructure, environment, economy, and/or government functions.

The County uses a NIMS compliant framework for County emergency preparedness dialogue, planning, and collaboration with federal, state, and local governments, and the plan should reflect that. Additionally, the plan will help guide priorities for additional investments in equipment exercises, and training.

The County Emergency Operations Plan (All Hazard) should: 1) provide a structure to determine "who does what under which circumstances", 2) the coordination of County resources, and 3) provide an outline for regular county and, where appropriate, regional training

## II. Scope of Work

Respondents should propose on the following generalized scope, providing detail on how each task will be accomplished and on staff commitments and resources necessary to accomplish each task.

### Baseline assumptions

- The plan will incorporate structures and systems already established in St Charles County Government.
- EMA and appropriate County officials will be included in the planning process
- Subject matter experts will be consulted, if needed, from different levels of government: local, state and federal

### Tasks

1. Review state and local emergency management laws to determine who has authority under what circumstances in emergencies.
2. Using principles of the National Incident Management System and the Incident Command System the consultant shall develop protocols appropriate to the St. Charles County Government to guide response to various catastrophic risks. Develop a County Emergency Operations Plan (All Hazard) ("the Plan") for responding to various catastrophes.

3. Conduct a County tabletop exercise with appropriate officials and multidisciplinary County staff to practice the County Plan after its completion. Using lessons learned from the tabletop and input from participants, the consultant shall refine the Plan before finalizing it.
4. Produce the final County Emergency Operations Plan (All Hazard) and briefly document findings of tasks 1-3 in a report to the St. Charles County Government.

### III. Content of the Proposal

Proposals in response to this request should be directed to Richard Hooker, St. Charles County Purchasing, 201 North Second Street, Suite 541, St. Charles, MO 63101 no later than August 26, 2011, at 11:00 a.m. Five (5) copies of the proposal should be enclosed, along with a letter from a firm principal committing the proposal for a minimum of 90 days. The following items must be addressed in all proposals:

1. Scope of Work-St. Charles County Government staff has developed the general scope of work. Proposals should confirm that the respondent is proposing on all of the scope of work. Respondents may include further detail regarding specific methodologies or approaches being proposed.
2. Contract Price-Proposals should indicate the cost of services to be provided. The proposal should show a firm fixed price the contractor will not exceed and guaranteed staff involvement. Also required is a schedule by task of staffing level, sub-consultant services, and other direct costs. Attachment B, the Schedule of Costs for Contracts form or equivalent should be included and is available from Richard Hooker, County Purchasing Manager, [purchasing@sccmo.org](mailto:purchasing@sccmo.org).
3. Qualifications-Proposals should indicate general qualifications of the respondent(s) in emergency preparedness and response planning, the National Incident Management System, interdisciplinary and multi jurisdictional planning and other disciplines appropriate to the project, as well as specific prior experience and qualifications applicable to this project. Proposals should also include the following:
  - a. resumes of key personnel to be assigned to the project
  - b. references
  - c. sample of previous work
4. Conflict of Interest Disclosure-Actual and perceived objectivity will be an important part of successfully completing this project. Respondents should indicate whether they have project planning or consulting interests or clients who might benefit financially, directly or indirectly, now or in the future, from this project.
5. Certification Regarding Debarment and Suspension-All respondents must complete and enclose with their proposal the Certification Regarding Debarment and Suspension (Attachment A)

#### **IV. Evaluation Criteria**

The proposal submitted by each consultant, or consultant team, will be evaluated according to the following factors, in order of priority:

- A. Specialized experience and technical competence of the contractor(s) and assigned staff relative to the task requirements outlined in Section III of this RFP.
  - 1. Experience of the contractor(s)
  - 2. Experience of the project manager
  - 3. Experience of other assigned individuals
  
- B. Understanding of the nature of the project
  - 1. Understanding of federal, state and local emergency management requirements and regulations
  - 2. Understanding of the proposed scope of work
  
- C. References reflecting the previous work experience of the project team and satisfactory accomplishment of contract responsibility.
  - 1. Quality of final products
  - 2. Ability to meet work schedules
  - 3. Responsiveness to client input
  
- D. Project cost, schedule of person-hour commitment
  - 1. Total project cost
  - 2. Project schedule and timeliness of products
  - 3. Total person-hour commitment
  - 4. Total hours committed for the project manager

#### **V. Selection Procedures**

St. Charles County Government will select the Consultant to conduct this project. The evaluation criteria noted in Section IV will form the basis for making an initial selection. The St. Charles County Government may enter into negotiations with the initially selected Consultant to arrive at an acceptable scope of work and contract price. The agreed upon contract price will include fair and reasonable compensation for the services that are to be provided by the selected Consultant. In the event that a mutual agreement on scope and price is not possible, the St. Charles County Government will select the next highest ranked Consultant from the remaining respondents in the manner identified above and enter into negotiations for an acceptable scope and contract price.

This request does not commit St. Charles County Government to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. St. Charles County Government reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if is in the best interest of the St. Charles County Government to do so. Respondents shall not offer any gratuities, favors or anything of monetary value to any officer, employee, agent, or director of St. Charles County Government for the purpose of influencing favorable disposition toward either



their proposal or any other proposal submitted as a result of the Request for Proposal.

St. Charles County Government reserves the right to suggest to any or all respondents to this RFP that such respondents form into teams of consulting firms or organizations deemed to be advantageous to the St. Charles County Government in performing the scope of work. The St. Charles County Government will suggest the formation of such teams when such relationships appear to offer combinations of expertise or abilities not otherwise available. Respondents have the right to refuse to enter into any suggested relationship.

All proposals submitted hereunder become the exclusive property of the St. Charles County Government.

## **VI. Additional Information**

Direct your inquiries to Richard Hooker at [purchasing@sccmo.org](mailto:purchasing@sccmo.org). In order to ensure that all potential respondents receive the same information relative to this solicitation, the St. Charles County Government will post its response for any supplemental information requested on the St. Charles County Government's web site <http://finance.sccmo.org/finance>. Please visit the web site periodically to check for any additional information. If you wish to have a printed copy of the information mailed, you must mail or email a written request to the staff contact listed above.

As stated elsewhere in this document, proposals are due at St. Charles County Government of Governments' office no later than 11:00 a.m. local time on Friday, August 26, 2011. St. Charles County Government intends to award a single contract for this proposed work.

Funding for this project will be paid by the St Charles County Local Emergency Planning Committee.

Attachment A  
**Certification Regarding Debarment and Suspension**

The undersigned certifies to the best of his or her knowledge and belief, that the proposer and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this proposal.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date





## 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 or 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 bidder/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**