



## LEGAL NOTICE

### REQUEST FOR QUALIFICATIONS SEALED PROPOSAL 11-173

For

**DESIGN AND ENGINEERING SERVICES BROEMMELSIK PARK PHASE III**

For

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

St. Charles County is seeking Statement of Qualifications for **Design and Engineering Services Broemmelsiek Park Phase III**. 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 one [2] signed copies of the statement of qualifications must be received in a sealed envelope plainly marked “**11-173 Design and Engineering Services Broemmelsiek Park Phase III**” 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 submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to **9/2/2011 at 2:00 PM**.

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](mailto: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 three [3] 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 "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 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 QUALIFICATIONS

### St. Charles County Department of Parks and Recreation Phase III Improvements - Broemmelsiek Park

The St. Charles County Department of Parks and Recreation is advertising a Request for Qualifications (RFQ) for design, engineering, and construction services for Phase III Improvements at Broemmelsiek Park. Broemmelsiek Park is located at 1615 Schwede Road, Defiance, Missouri 63341.

A qualified Project Manager shall be identified and shall provide administration and oversight of the project and report directly to representatives of St. Charles County. A detailed timeline and estimated man-hours for project completion is required.

The RFQ will include professional services for the construction of improvements indicated in the Broemmelsiek Park Phase III Project Area. Deviations to the Master Plan are noted below.

Project scope will include but not be limited to the following:

1. Obtaining all applicable permits.
2. Recommend a phased construction schedule and associated construction cost estimate(s).
3. Provide construction bid documents to be utilized for selection of qualified contractors for project completion.
4. Participation in the bid process to include pre-bid meetings, administering addendums, identification of qualified contractors.
5. On-site construction management as needed by St. Charles County Parks and Recreation.
6. Revisions to existing Master Plan include:
  - Outdoor Education Area relocated to incorporate existing residence (Jack's House).
  - Outdoor Education Area revised to park shelter/picnic area.
  - Farm Operations Center revised to include restoration and development of agriculture historic site.
  - Section of road across dam at lake is eliminated.
  - Include destination playground at cluster picnic area in completed Phase I area.
  - Include canoe/kayak landing and access to Betty's Lake.
7. Design/Engineering services to include:
  - Roadway/parking lots/paved trail to include bridge for vehicle creek crossing to existing roadway.
  - Renovation of existing residence (Jack's House) as a park visitor/education center and offices.
  - Development of Natural Springs Education Area, Outdoor Education area, and Farm Operations Area at existing historic site.
  - Park pavilions, restrooms, and associated amenities.

- Infrastructure/utilities to accommodate development.

Request for Qualifications (RFQ) for Broemmelsiek Phase III Improvements will include and be evaluated on the following:

- Proposal describes relevant experience **within the past five years** in projects of comparable size, complexity, and similarity to the objectives of this project. The Proposer shall submit specific examples of projects
- Thoroughness of required information
- Alternate value engineering recommendations
- Proposal lists any **services to be subcontracted**, along with the qualifications and capabilities of the sub-consultant and the past experiences of the Proposer working with the sub-consultant
- Proposal clearly shows that the key personnel have the **technical knowledge and experience** required for the functions, activities, and tasks described in the Project Scope. The qualifications of the key personnel including length of time with firm, education, and experience on similar projects shall be included

After a review of proposals, a limited number of firms may be invited 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**

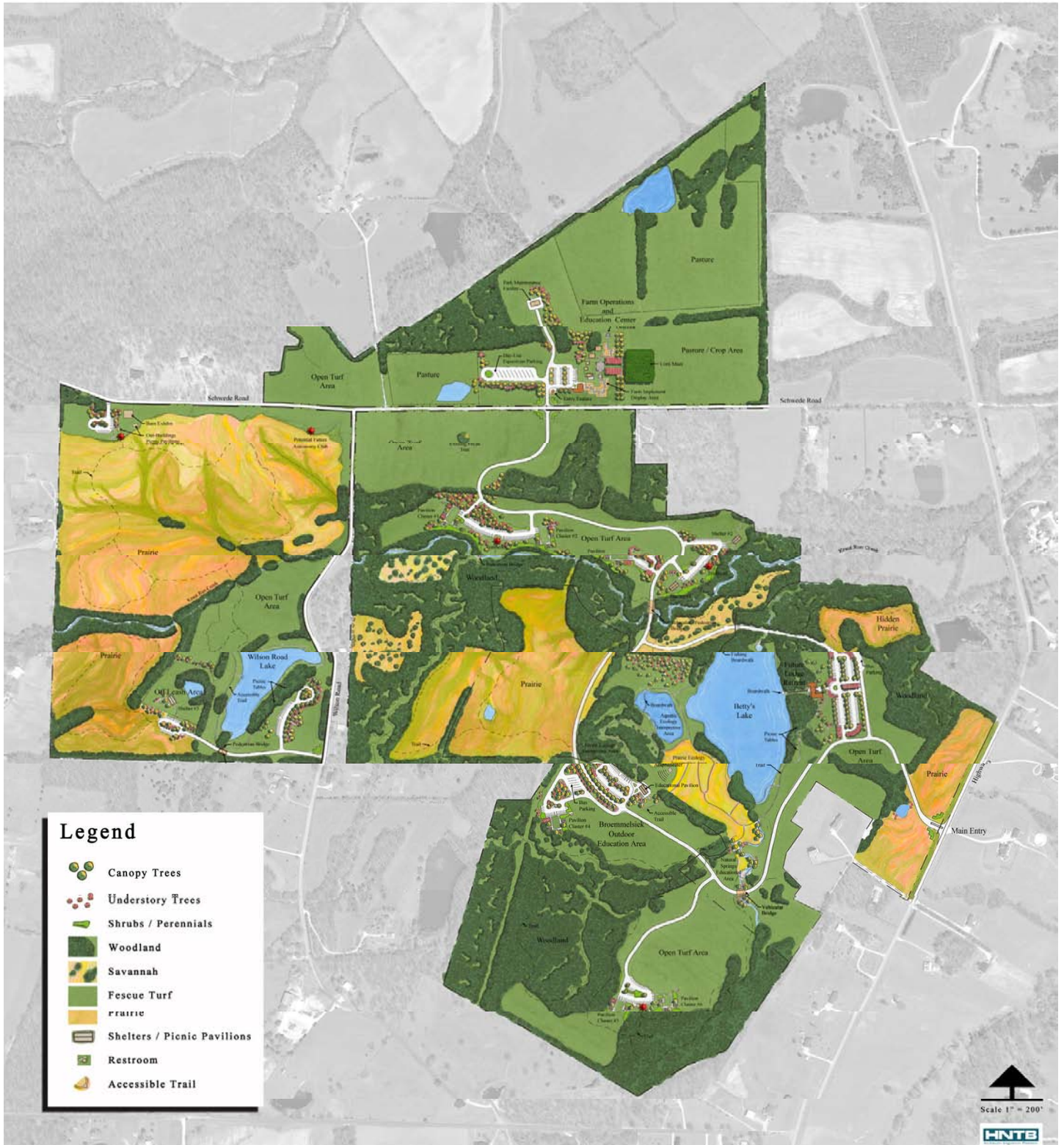
Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

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**



**Legend**

- Canopy Trees
- Understory Trees
- Shrubs / Perennials
- Woodland
- Savannah
- Fescue Turf
- Prairie
- Shelters / Picnic Pavilions
- Restroom
- Accessible Trail

**Broemmelsiek Park - Master Plan  
Preliminary Park Design and Layout**

October, 2004



Name of Company or individual

