



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

14-053

For

Heritage Museum Display Area Design Services

For

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

St. Charles County is seeking Statement of Qualifications for **Heritage Museum Display Area Design Services**. 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 “**14-053 Heritage Museum Display Area Design Services**” 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 **2/12/2014 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:

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

Inquiries about the specifications should be made to:

Ryan Graham
Park Historian
Parks & Recreation Department
St Charles County Heritage Museum
1630 Heritage Landing
St Peters, MO 63303
Phone: (636) 949-7535 X 6100
rgraham@sccmo.org

- The RFQ number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **2/05/2014** 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 (or Proposal) 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.

Insurance

Worker's Compensation and Employer's Liability: The successful contractor and each subcontractor shall maintain a policy of Worker's Compensation insurance, or be a qualified self-insurer, providing Statutory limits and Employer's Liability coverage with limits of no less than \$500,000 during the life of the contract.

Automobile, General Liability (including products and completed operations) and Property Damage: The Contractor and any subcontractor(s) shall maintain throughout the life of the contract comprehensive General liability insurance, including completed operations, in an amount of not less than \$1,000,000 for bodily injury or death to any one person; \$3,000,000 per occurrence is an acceptable alternative. Property damage coverage of at least \$1,000,000 shall be maintained. The policy shall be endorsed so that the General Aggregate limit applies separately to each authorized project. Automobile coverage must include non-owned vehicles.

All such insurance shall be written through an insurance company licensed to do business in the State of Missouri and acceptable to Saint Charles County. The policy must specifically state that the coverage, as it pertains to the County, shall be primary; that any or all insurance carried by an additional insured is strictly excess and secondary, and will not contribute to the Contractor's policy.

The Contractor and each subcontractor agree to furnish Saint Charles County with a Certificate of Insurance naming them as an Additional Insured on each of their respective policies and include a provision for at least 30 days written notice of any material change or cancellation.

REQUEST FOR QUALIFICATIONS

RFQ 14-053 Heritage Museum Display Area Design Services

Request

This is a Request for Qualifications from St. Charles County Department of Parks and Recreation, for Professional Design Services relative to the design, fabrication and installation of displays suitable for a History Museum, including but not limited to the following:

- Museum layout design
- Exhibit design
- Exhibit fabrication and installation
- Exhibit furniture selection, design, construction and installation
- Other services as needed to produce quality exhibits in a museum setting

Background

The Heritage Museum is located in St. Charles County Heritage Park, at 1630 Heritage Landing, St. Peters, MO 63303. The building consists of an original 1850's 2-story brick house, with new construction replica "barn" and "summer kitchen". The summer kitchen connects the brick house to the barn, and serves as the entry to the museum. The house has five rooms that are utilized for smaller themed displays. The barn serves as the main exhibition area and features a large open display area, plus a storage area and a workshop. Site development includes an outdoor plaza area, landscaping, and parking. Heritage Park is also the trailhead for the new Centennial Trail – an asphalt hiking/biking trail that connects to the Katy Trail, about 2 miles away.

Project Goals

This project seeks to tell the story of recreation in St. Charles County. The primary subject in the main gallery will focus on the history of hunting and fishing while other topics in the smaller display areas may include baseball, bowling, cycling and other forms of recreational sports.

Project Objectives

The project calls for a major exhibit theme with exhibits in the museum showcasing hunting, fishing and recreation in St. Charles County. The main gallery will focus on hunting and fishing. The main gallery display will examine how St. Charles County's geography has made it an Ideal hunting and fishing area for many people, from Native Americans, commercial and recreational hunters and fishermen. The exhibit will examine the history, technology, tools, and methods used in these endeavors as well as the establishment of hunting clubs and the conservation systems that preserve hunting and fishing for future generations.

Secondary exhibits located in the smaller display rooms in the museum will focus on the history of baseball in St. Charles County, in particular the establishment and history of the "Hard Road League" a recreational baseball league that was a big part of the lives of many St. Charles County residents. Additional secondary displays will focus on different forms of sports and recreation engaged in by St. Charles County residents including cycling, bowling, horse shoe pitching and some which are unique to the area such as dart ball and three pin bowling.

The exhibits are planned to be a hands on education experience, featuring interactive and interpretive displays.

Display Area

The Display Area that is the subject of this work will be the Large Display Area in the barn and the display rooms in the brick house, but the Open Display Area (in the barn) is the focus of this work. There is about 1,875 SF of display area in the barn, with about 1,255 SF of display area in five display rooms of the brick house.

The design of the primary display area (barn) should include space for one or two large items (e.g. restored carriage, etc.). A mixture of permanent and movable display cases are envisioned. Some cases may be purchased, others may be custom fabricated if necessary. The barn space has track lights on all of the exposed roof trusses, so exhibit lighting is generally satisfied. Electric wall outlets are available around the perimeter of the room. Electric drops to displays away from the walls can be reasonably accommodated so internal case lights are possible if needed, and electric is available for interactive exhibits. Wall space is abundant for large hanging objects, photo displays and murals, or constructed items extending out into the open space. Open space overhead in or between the roof trusses could also be utilized. The Design Consultant is encouraged to be creative in the development of displays and methods of presentation of artifacts in the museum.

Assistance

St. Charles County (SCC) has a Historian on staff that will work closely with the Design Consultant. Artifacts, collections, photographs and other items needed for the displays will be provided by SCC or others. Much of the written text for exhibits can also be provided by SCC, as directed and edited by Design Consultant. Some exhibit construction and installation can be provided by SCC.

Budget

The County has a budget of about \$250,000 for this project, including the design and fabrication of text and graphics for exhibits, the purchase and/or fabrication of display cases, and the installation of exhibits. This project budget amount includes the Design Consultant fee.

Funding

Funding for this contract has been provided through St. Charles County Parks and Recreation Department.

Schedule: All phases of this project shall be completed by 11/31/2014.

Process Anticipated

- Design Consultant (designer) selected will meet with St. Charles County (SCC) to discuss exhibit emphasis and subjects for interpretation.
- Designer will direct and assist with the selection topics or areas of emphasis for the exhibits.
- Designer will help select or recommend appropriate items, documents, and photographs for exhibition, from all collections and materials available for use.
- Designer will design all display elements and furniture, which may include wood framed and drywall bump-outs or partitions, permanent display cabinets, movable display cases, photographic murals, interactive displays and models, and other such display items.

- Designer shall provide all interpretative labels and text, produce graphic layouts, and utilize graphics and photographs as appropriate, all with assistance by SCC Historian. SCC will provide artifacts and other items for exhibition.
- Designer will produce design drawings and specifications for fabrication, arrange for exhibit fabrication, and supervise fabrication and installation of all exhibits.

Products

Design Consultant shall provide all design and layout work items (text, graphics, etc.) in an electronic format that can be accessed and modified by SCC in the future, to allow exhibits to be updated or refreshed as needed. Format must be approved by SCC, and include Photoshop, Illustrator, AutoCAD, Word, Excel, and other such formats.

Project Phases

Design Consultants work shall include the following phases. While it is anticipated that all phases of work will be performed, SCC reserves the right to terminate work at the end of any phase.

A. Research and Analysis

1. Research subject material.
2. Meet with SCC representatives to discuss and develop exhibit objectives.
3. Identify and decide upon subjects or topics for interpretation.
4. Develop and determine techniques for presentation of the material.
5. Produce narrative of findings for discussion and approval.
6. Prepare approximate Production Schedule for all phases.

B. Conceptual Design

1. Develop concept designs for each exhibit item or area.
2. Prepare preliminary floor plan layout of display space, and the location and physical requirements of the exhibits.
3. Determine areas needed for permanent display cases or structures.
4. Meet with SCC staff to review and discuss designs as necessary.
5. Prepare conceptual cost estimate for development of exhibits and purchase, construction and installation of exhibit cabinets and cases.
6. Finalize concept materials and submit for approval.

C. Design Development

1. Produce design drawings and specifications for each exhibit.
2. Write all interpretative labels and descriptions (based upon text supplied by Historian).
3. Design all graphics.
4. Produce layouts for production of graphics.
5. Produce final floor plan.
6. Produce lighting plan (any additional lighting needed).
7. Prepare/revise cost estimate for exhibit development and presentation.

8. Meet with SCC staff as needed to present and discuss plans.
9. Perform minor revisions and finalize all plans. Submit all for final approval.

D. Production

Production activities, that take place at the Museum, are subject to the Davis Bacon Act and Prevailing Wage statutes of the State of Missouri.

1. Contract with exhibit fabrication specialists.
2. Provide drawings and specifications to fabricators.
3. Periodically inspect progress of fabrication.
4. Manufacture or locate suppliers for necessary display cabinets and cases.
5. Produce all graphics. Construct and mount all such elements.

E. Installation

Installation of the exhibits, whether performed by the contractor or sub-contractor, is subject to the Davis Bacon Act and Prevailing Wage statutes of the State of Missouri.

1. Supervise installation of all exhibit elements.
2. Inspection of installed exhibits with SCC representatives.
3. Prepare punch list of all needed repairs or corrections.
4. Supervise project until all punch list items are completed.
5. Final acceptance by SCC Parks.

Selection

Selection of a Design Consultant will be based upon evaluation of criteria including, but not be limited to, the following:

- Qualifications of the Design Firm and of the individual staff presently with the firm
- Demonstrated experience with similar projects
- Ability to meet the established timetable for completion
- Creativity and flexibility in meeting goals of Owner
- Emphasis on hands on or interactive display methods

Submissions

- Design Consultant shall provide a list of references
- Photos and descriptions of similar projects completed
- Any other information that demonstrates special skills or expertise of the Design Consultant as it pertains to the work proposed.

- The Designer may propose modification to the Scope of Service listed herein, but should provide an estimation of how said modification would affect the project budget.
- A preliminary Schedule should also be submitted
- Subsequent to initial meetings with Design Consultant, an adjustment in the Project Phases and/or Scope of Work within a phase may be necessary.
- Design Consultant is responsible for design and production of the exhibits within the established budget. Should projected costs for the fabrication of the exhibits exceed budget, the Design Consultant shall modify the exhibit design, at Consultants expense, to stay within budget.

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