



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS SEALED PROPOSAL 14-063

For

Right of Way and Topographic Survey - Schwede Road

For

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

St. Charles County is seeking Statement of Qualifications for **Right of Way and Topographic Survey - Schwede Road**. 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 ninety (90) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

INSTRUCTIONS

One [1] signed original and two [2] signed copies of the statement of qualifications must be received in a sealed envelope plainly marked “**14-063 Right of Way and Topographic Survey-Schwede Road**” 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 **Thursday, February 27, 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:

Chris Bostic, Engineering Design Manager
St. Charles County Highway Department
201 North Second Street Suite 429
St. Charles, Missouri 63301
Phone: (636) 949-7305
cbostic@sccmo.org

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

TERMS AND CONDITIONS

- No additions, deletions, corrections, or adjustments will be accepted after submissions are opened.
- All delivery costs or charges must be included in the F.O.B. destination proposal price.
- 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 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 and E-Verify MOU signature page 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 FOR RIGHT-OF-WAY AND TOPOGRAPHIC SURVEY

SCHWEDE ROAD

The St. Charles County Highway Department is requesting proposals for the survey of the existing right-of-way and topographic features for Schwede Road, in unincorporated St. Charles County. The portion of Schwede Road to be surveyed is located from Hoffman Road to approximately 100 feet south of the exiting bridge located north of Huffmeier Road.

Close attention should be paid to the requirements included in the Scope of Services.

County staff will review each proposal received, and proposals will be evaluated on the following:

- A. The specialized experience and technical competence of the firm with respect to the type of services required;
- B. The capacity and capability of the firm to perform the work in question, including specialized services, within the timeframes proposed for the completion of the project;
- C. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- D. The firm's proximity to and familiarity with the area in which the project is located
- E. References. A minimum of four is desired. Other local government agencies preferred.
- F. Current workload and demonstrated ability to complete the research, field survey and property map within a reasonable time frame.
- G. The project approach to the written description of the proposed services.
- H. Estimated schedule to perform all aspects of services described in the included "Scope of Services".
- I. Completed Audit Clause for Contracts.

Interested firms should submit three (3) copies of their statement of qualifications and anticipated schedule for performing the work described in the Scope of Services to: Purchasing Division, 201 North Second Street, Suite 541, St. Charles, MO 63301. **Statement of Qualifications must be received no later than 2:00 p.m. on Thursday, February 27, 2014.**

After a review of submissions, a limited number of firms may be invited in for an interview. If an interview is held, the purpose will be to allow both the consultant and the County to ask questions pertaining to the contemplated work and services to be provided. Whether or not interviews are held, the chosen consultant will be given up to 7 days after notification of their selection to submit a firm price proposal and schedule.

SCOPE OF SERVICES

1. GENERAL

The Consultant will serve as the County's professional representative in the field survey. The Consultant will be responsible to familiarize him or herself with this Scope of Services and the proposed project limits. The project limits are generally depicted on the attached Exhibit A.

At a minimum, the requested work includes the following:

Property Base Map:

1. All research and field work required to survey and monument (in accordance with State Statutes for monumentation and recording) the Existing Road Right-of-Way. Old County road plats, subdivision improvements plans, road improvement plans, and other documentation available in the County Highway Department's records can be provided for the Consultant to photocopy.
2. Provide the County Highway Department with three (3) sealed copies of a recordable right-of-way strip map for the existing Right-of-Way corridor.
3. Property Base Map submittal shall include:
 - a. Delineation of Existing Right-of-Way
 - b. Names of property owners, including Book/Page on which their deed is recorded;
 - c. Land survey lines (including quarter section and quarter-quarter section lines), and property lines, including at least one witnessed corner with the centerline tied to it;
 - d. Assessor's parcel identification numbers;
 - e. Existing area (in square feet) of adjacent properties;
 - f. In addition to the property base map, the Consultant shall also submit the copies of all deeds to abutting properties.

Topographic Survey:

1. The Consultant shall ensure that all existing utility facilities within the project limits are marked in the field prior to the survey.
2. The Consultant shall field check the topographic survey to be certain all-visible features have been properly mapped.
3. Establishing a survey centerline that is tied to all property corners
4. Establishing horizontal and vertical control monuments that can be used for construction of the project (minimum one for every 500 feet of centerline).
5. Establish vertical control.
6. Determining existing pavement profiles and cross sectioning the existing pavement every twenty-five (25) feet. A cross section width of 100 feet on the south side and 40 feet on the north side of the existing centerline will be needed.
7. Locating all visible utility appurtenances and painted or flagged utility lines.
8. Determining flow line elevations of all existing ditches, existing storm structures, and the flow line and top elevations of all existing sanitary sewer structures.
9. All trees and shrubbery of any size in manicured yards must be located. In brushy tree masses, all trees 8" in diameter and larger shall be specifically located.
10. Locating all residential and commercial entrances and denoting type, radii, and surface material.

2. SUBMITTALS TO THE COUNTY ENGINEER

During the planning and field survey of the project, the Consultant will be expected to submit progress prints and data to the County as required, for approval. The expected submittals are as follows:

A. Topographic Survey Data mapped in AutoCAD Civil 3D 2012 format, and further including the survey point files.

B. Topographic Survey Map, or road Base Topographic Map, in AutoCAD format, with all existing topographic features shown.

C. Property Base Map, or road Right-of-Way map, in AutoCAD format with existing property lines of adjacent properties shown in accordance with the accuracy requirements of an Urban Property Survey, as defined in the "Missouri Minimum Standards for Property Boundary Surveys" as established by the Missouri Board for Architects, Professional Engineers, Land Surveyors, and Landscape Architects.

Any submittal will be submitted in three copies. The Base Topographic Map shall be provided as three one-half size drawings (11" x 17") in a standard measurable scale. The Right-of-Way Map shall be provided as three one-half size drawings (11" x 17") in a standard measurable scale and three full size drawings (22" x 34"). Also, three copies of project electronics shall be provided in AutoCAD and PDF formats by CD, DVD, e-mail, or via an ftp site. One copy of the survey field book will be provided upon completion of the survey. The Consultant is hereby notified that if additional field surveys are necessary due to any oversights or omissions in the survey data, this work shall be completed at the Consultant's sole expense.

3. GENERAL TIME TABLE FOR SUBMITTALS

The Consultant shall indicate in his Proposal the number of calendar days he estimates the work to take for this project from Notice to Proceed to completion. It should be understood that the County would prefer the survey work completed as quickly as reasonably possible.

4. COMPENSATION

The selected Consultant will be compensated by lump sum payment based on the fee negotiated for the services described herein. Payment will be made within 30 days of the submitted invoice after completion of field work and all submittals have been delivered and approved.

In the event that the submittals are not made in accordance with the negotiated schedule, the Consultant's payment shall be reduced by one hundred (\$100.00) dollars for each calendar day beyond the agreed upon schedule. County and Consultant agree that damages due to late submittals are difficult to estimate at the time of contracting, and that this amount is a reasonable forecast of such harm.

Consultant shall not be in default under this Contract for delays in performance caused by circumstances beyond its reasonable control. For purposes of this Contract, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; lockouts, work slowdowns, and other labor disturbances; civil disturbances; riots; sabotage; judicial restraint; and, inability to procure permits, licenses or authorizations from governmental agencies for any of the supplies, materials, access or services required to be provided under this Contract. Should such circumstances occur, Consultant shall give County written notice of such event within a reasonable time and the parties shall mutually agree on a reasonable extension of the project schedule and adjustments to the Consultant's compensation.

EXHIBIT A



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