



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS SEALED PROPOSAL 13-041

For

Parks Department Boundary Surveying Services

For

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

St. Charles County is seeking Statement of Qualifications for **PARKS DEPARTMENT BOUNDARY SURVEYING 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 two [2] signed copies of the statement of qualifications must be received in a sealed envelope plainly marked “**13-041 PARKS DEPARTMENT BOUNDARY SURVEYING 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 prior to **01/23/13 at 10:00 AM** to:

**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 to:

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

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.
- 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 two [2] 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 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

1. GENERAL INFORMATION

- 1.1 St. Charles County Government intends to develop a list of qualified firm(s) to provide boundary survey services from completion of this process through December 2015.
- 1.4 St. Charles County Government shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders.
- 1.5 St. Charles County Government reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.6 Please direct any inquiries as specified on page 2 of this document.
- 1.7 The firm will be selected on the basis of demonstrated competence and qualification for the type of services required without regard to fee.

2 - ANTICIPATED SCOPE OF WORK

2.1 Conduct and provide data collection in the form of a boundary field survey on parcels being considered for acquisition or owned by St. Charles County. The sites will range from less than an acre to 500 acres or more. The survey work shall include at minimum:

- Up front meeting with County to discuss parameters of project.
- Research of recorded deeds plats and old survey records for use in establishing boundary lines and ownership data.
- Field survey to locate existing monuments & re-setting where missing & location of items of concern.
- Drawing to scale of results certified to the current standards for Property Boundary Surveys of the State of Missouri, and or ALTA/ACSM Land Title Survey standards, if required, showing at a minimum the following information.
- Directions & Distances along each boundary line with reference to record calls verse actual surveyed distances.
- Monuments found or reset noted.
- Location of fences, buildings, or other item of concern along boundary lines or within close proximity thereof.
- Location of roadways with record widths thereof.
- Location of all site improvements, if required.
- Location of utility lines that may be an item of concern due to unreported easements for.
- Location of existing easements referenced in the property ownership deeds.
- Certification to the various parties involved in project. (client, title company, lender, other)
- Land description of property surveyed on the face of the drawing and provided in separate hard copy.

- Location of flood plain lines, if any.
- North arrow & scale.
- Title commitment & easement notes shown on the face of the drawing.
- General notes shown on the face of the drawing showing ownership names, deed book and page references on subject and adjoining properties, vesting deed, tax assessor parcel numbers, basis of bearings, and other items pertinent to the project.
- Drawing provided to client in both a digital AutoCAD, and a digital pdf format. Two printed hard copies of the drawing shall also be delivered to County.

2.2 The second deliverable of this phase is the project acquisition documents in the form of property descriptions and exhibits.

2.2.1 Property Description Requirements:

2.2.1.1 A separate, detailed property description for land to be acquired and additional land that may be necessary for an access easement shall be required. Metes and bounds property descriptions are required. A copy of each property description shall be provided in electronic format, in Microsoft Word, on CD or by e-mail, along with the hard copy. This allows the property description to be transferred to a COUNTY-prepared deed without the chance of errors while retyping.

2.3 A Site Survey must be completed within 30 calendar days after notice to proceed.

2.4 Payment will be made on a lump sum basis upon submission of the final documents.

3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

3.1 The firm will be selected through a qualification-based selection process. Firms interested in providing design and construction administration services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

3.2 Cover Letter (1-page) containing at a minimum:

Company name, contact name, address, fax number, and email address

3.3 Qualifications Criteria

3.3.1 General Information

- a. Description of firm/team
- b. Legal company organization; organization chart with names
- c. List of applicable Missouri licenses

3.3.2 Relevant Firm Experience

- a. Applicant's overall reputation, service capabilities and quality as it relates to requested services.
- b. List and briefly describe 3-5 comparable service or projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include contract value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address (if available).
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- e. Applicant's capacity and intent to proceed without delay if selected for this work.

3.3.3 Team Experience & Qualifications

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member in Appendix A. List professional continuing education.
- b. Briefly describe each team member's role.
- c. Provide "team" experience working together on similar service or projects.
- d. Identify proposed sub-consultants.

3.3.4 Service Understanding and Approach

- a. Describe your understanding of the service.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.

3.3.5 Approach to Project Management

- a. Describe your firm's project management approach and team organization during assessments.
- b. Describe systems used for planning, scheduling, estimating and managing site assessments.
- c. Describe the firm's experience on quality assurance and dispute resolution.

3.3.6 Other Factors

- a. Current workload and ability to proceed promptly.
- b. Willingness to abide by the County standard form Agreements with few or no objections or changes.
- c. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Relevant factors impacting the quality and value of work.

4 - SUBMITTAL REQUIREMENTS

The SOQ shall include:

- a. One-page cover letter,
- b. resumes for each key team member shall be limited to no more than two pages and shall be attached as Appendix A,
- c. proof of current registration by appropriate board, professional liability and general insurance certificates, and
- d. schedule of hourly rates and fees

5 - SELECTION PROCESS AND SCHEDULE

5.1 The County will evaluate each Statement of Qualifications (SOQ) according to the above criteria, as well as past performance evaluations, and selected firms will be listed as meeting qualifications ("Qualified List") for future projects. The submitting firms **may** be asked meet with the County for interviews. The purpose of the interview will be to expand on the information provided in the SOQ, not to repeat information already provided.

5.2 When projects need a boundary survey the County will contact firm(s) on the "Qualified List", that best match the project needs, to solicit pricing for the project work.

5.3 St. Charles County Government will enter into negotiations with the best responding firm and reach agreement regarding the needed boundary survey. The negotiated agreement will then be submitted for approval through the County's purchasing procedures. If the County is unsuccessful in negotiating a contract with the first selected firm, St. Charles County may then negotiate with other firms on the "Qualified List" until an agreement is reached, or may decide to terminate the selection process.

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