



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS SEALED PROPOSAL 13-046

For

Consulting Services - Gateway Green Light Program

For

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

CMAQ-7302(638)

St. Charles County is seeking Statement of Qualifications for **Consulting Services - Gateway Green Light Program**. 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 five [5] signed copies of the statement of qualifications must be received in a sealed envelope plainly marked “**13-046 Consulting Services - Gateway Green Light Program, CMAQ-7302(638)**” 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.

Responses must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301, prior to **January 31, 2013 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

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 six [6] 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 For Consulting Services

St. Charles County (referred to hereafter as County) seeks a qualified consultant to assist the County in the bidding, award and management of the build-out of a Regional Integrated Corridor Management (ICM) Plan known as Gateway Green Light in St. Charles County. For more information on Gateway Green Light, please refer to the web address given below.

<http://www.ewgateway.org/pdffiles/library/presentations/RAMS-2007.pdf>

Qualifications are due on **Thursday, January 31, 2013 at 2:00 p.m.** local time to the following address:

Mr. Kurt Mandernach
Purchasing Officer
St. Charles County Government
201 North Second St, Suite 541
St. Charles, MO 63301

Late proposals will be returned unopened. Six (6) copies of the proposal are required. Faxed proposals will not be accepted.

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Section I: Scope of Work

St. Charles County is seeking assistance of a consultant for design, project management, and procurement and development of new signal timing plans, incident management signal timing plans, and construction engineering and inspection services during the implementation of the project.

The consultant will be responsible for the design, project management, procurement and construction engineering and inspection of items outlined in the County's CMAQ application (Task 1, 2, and 3), attached hereto as Exhibit A, and signal optimizations outlined as Task 4 and 5.

The consultant will also be responsible for the following.

- Design, project management, procurement and construction engineering and inspection of detection, communication, and other system upgrades,
- Quality of the data assurance, and
- Submittals as required by MoDOT's local road program.

The goal is to advertise the RFP in September 2013.

Section II: Qualifications for the Project

Statements of Qualifications (SOQ) are due on **Thursday, January 31, 2013 at 2:00 p.m.** local time to the following address:

Mr. Kurt Mandernach
Purchasing Officer
St. Charles County Government
201 North Second St, Suite 541
St. Charles, MO 63301

Respondents to this RFQ shall include the following in their submittal:

1. A list of names, titles, and resumes of personnel anticipated to be a part of this project
2. Task Outline
3. Schedule
4. References
5. A list of similar projects
6. Subcontractors List
7. Disadvantage Business Enterprise (DBE) List (DBE Goal 0%)
8. Statement of Qualification (RSMo 8.285 through 8.291)
9. Affidavit of Compliance with the Federal Work Authorization Program
10. E-Verify Memorandum of Understanding (15 CSR 60-15.020)

Section III: Evaluation Criteria

The qualifications submitted by each consultant or consultant team will be evaluated according to the following criteria, in order of priority and points as assigned:

1. Experience, qualifications, and technical competence of the consultant relative to comparable projects within the last five (5) years [30 points].
 - a. Experience of the consultant and subcontractor(s)
 - b. Experience of the project manager
 - c. Experience of other assigned individuals
 - d. Related project experience
2. Understanding of the nature of the project [25 points].
 - a. Understanding of the scope of work
 - b. Understanding of technical requirements and options
 - c. Understanding of Federal and MoDOT requirements and regulations

3. Capability and capacity of the consultant to perform the work within the time limitations [20 points].
4. References and previous work experience of the project team [15 points].
 - a. Quality
 - b. Responsiveness to client needs and input
5. DBE participation is encouraged; however, not required [10 points].

Section IV: Selection Procedures

A consultant will be selected by St. Charles County and its project partners, which includes MoDOT and local jurisdictions, after analysis of all information provided in the proposals. Respondents should be available for interviews prior to the selection of a consultant. The respondent, if interviewed, shall have its project manager and any other key individuals at the interview. The County may elect not to conduct interviews and reserves the right to negotiate a contract, including the scope of work and contract price, with any respondent.

This request does not commit the County 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. The County 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 it is in the best interest of the County to do so. Respondents shall not offer any gratuities, favors or anything of monetary value to any officer, employee, agent, or director of the County or its project partners for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposals.

The County reserves the right to suggest to any or all respondents to this RFQ that such respondents form into teams or organizations deemed to be advantageous to the County in performing the scope of work. The County 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 County.

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