



## LEGAL NOTICE

### REQUEST FOR QUALIFICATIONS 13-092

For

**Professional Services – Matson Hill Park Development Phase I**

For

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

St. Charles County is seeking Statement of Qualifications for **Professional Services – Matson Hill Park Development Phase I**. 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 “**13-092 Professional Services – Matson Hill Park Development Phase I**” 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 **4/23/13 at 10:00AM**.

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](mailto:purchasing@sccmo.org)

**Inquiries about the specifications should be made to:**

Rich Halsey, Park Planner  
Parks & Recreation Department  
201 North Second Street, Room 510  
St. Charles, Missouri 63301  
Phone: (636) 949-7535  
[rhalsey@sccmo.org](mailto:rhalsey@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 **04/18/2013**. 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 13-092 Professional Services – Matson Hill Park Development Phase I

The St. Charles County Department of Parks and Recreation is advertising a Request for Qualifications (RFQ) for professional services to finalize design and prepare construction plans and specifications needed for the Phase I Development of Matson Hill Park. The park is located at 3572 Stub Road, Defiance, MO, 63341.

The scope of the Phase I Development may include, but not be limited to, the following:

- Finalize the designs represented by the existing Master Plan herein attached as “Exhibit A”
- Prepare the construction drawings and specifications necessary for development.
- Obtain all reviews, approvals and permits required for the proposed construction.
- Assist County in the construction bidding, selection of Contractors, and construction administration and observation.

The goal is to realize a development that showcases the sites historical and natural resources by the creation of a Destination Regional Park.

Existing development of the park is confined to the northeast 68 acres of this 475 acre park. A rockered parking area off of Matson Hill Road provides access to over 6 miles of natural surface trails, used primarily by mountain bikers. The remainder of the park is undeveloped and is not open to the public.

Central in the undeveloped portion of the park is the Hays House. This is a historic masonry structure of native limestone built in the 1830’s by Daniel Boone Hays, the grandson of Daniel Boone. This structure is currently undergoing both exterior and interior restoration. A nearby wood barn is also scheduled for restoration. The restoration of these structures is by separate agreement and is not part of this Phase I Development work. Any other historic restoration or reconstruction work needed will also be by a separate agreement, or will be performed by parks staff. Historic interpretation of the buildings and site features shall be the responsibility of the St. Charles County Parks Historian. All displays, exhibits and signage will be the responsibility of the Parks Historian.

A Master Plan for Matson Hill Park was prepared in 2007 by Patti Banks Associates of Kansas City, MO. The Master Plan Report is the basis for implementation of the park design, but there may be substantial deviations from this document.

The selected Design Team should anticipate the need to evaluate the current Master Plan, discuss and recommend refinements to the Master Plan if needed, and prepare an “updated” Master Plan drawing with updated cost estimates for development. This process will determine the items that shall be represented in this Phase I Development, and what items, if any, will remain for future development.

A new, improved low water crossing has recently been constructed at the north access to the park from Hwy F via Stub Road. This improvement replaces the proposed vehicular bridge over the Femme Osage Creek that was part of the Master Plan Report development.

Design Teams should submit their Professional Qualifications for review and consideration. Items of special interest in the review of qualifications include demonstrated understanding of this project, and the performance of similar projects in the last 5 to 10 years involving the key personnel proposed for this project. The Design Team’s qualifications submitted for consideration should include, but not be limited to the following:

- Professional Capabilities and Relevant Experience of the Design Team
- Design Team Organization and approximate percentage of the project for each team member.
- Qualifications of Key Personnel
- Current Workload/Capability to do the Work
- Project Understanding and Approach
- Project Schedule
- Fee Schedule

A short list of firms will be determined by a screening committee. Further steps in the selection process may include interviews with the Design Teams, and will be at the discretion of the selection committee. Any evaluation criteria, weighing of criteria or ranking is used only as a tool to assist in selecting the most qualified Design Team for this project. General evaluation criteria are as follows:

- Experience and Technical Competence                      40 points maximum
- Capability and Capacity    30 points maximum
- Past Record of Performance                                      30 points maximum

## 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**

**See Attached Exhibit A**

**Matson Hill Park**

**Master Plan**

**Final November 2007**

**As prepared by Patti Banks Associates**