



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS
RFQ 18-059

For

RIVERSIDE PARK DESIGN & ENGINEERING SERVICES

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

St. Charles County is seeking Statements of Qualifications for **Riverside Park Design and Engineering 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 [1] original and two [2] signed copies of the statement of qualifications must be received in a sealed envelope plainly marked “**RFQ 18-059 Riverside Park Design and Engineering Services**” with the due date and time in the lower left corner of the envelope.

An authorized representative of the company/person submitting the qualifications must sign the submittal in blue ink.

Qualifications must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301, prior to **2:00 PM on Thursday, April 12, 2018**. This address is the St. Charles County Administration Building.

St. Charles County reserves the right to accept and/or reject any and all Qualifications.

QUALIFICATION INQUIRIES

Any questions concerning this Request for Qualification must be submitted in writing to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second Street
St. Charles, Missouri 63301
kmandernach@sccmo.org

- The Qualification number and title shall be referenced on all correspondence.
- All questions must be received no later than **3:00 PM** on **4/2/2018**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County’s website <http://www.sccmo.org/Bids.aspx>. 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 “Qualification 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

- St. Charles County reserves the right to reject any and all Qualifications.
- All Qualifications will be considered final as submitted. No additions, deletions, corrections, or adjustments will be accepted after the time of Qualification opening. County reserves the right to make inquiry of the Consultants submitting qualifications to clarify its understanding of the Consultant's submittal.
- The electronic version of this Request for Qualifications 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 Request for Qualifications 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.
- Consultants are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the Qualification must sign all Qualifications, in blue ink.
- **Consultants must submit three [3] signed copies of their Qualification; one is to be an original and so marked.**
- St. Charles County will not award any contract 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 Federal, State or Local taxes, fees and licenses.
- Qualifications received after the designated time of the receipt of the sealed Qualifications will be considered as "No Qualification" and "Void" and will not be opened.
- The successful Consultant is specifically denied the right of using in any form or medium the names of St. Charles County or any division, department or bureau of St. Charles County for public advertising unless express written permission is granted.
- Award will be made to the Consultant with Qualifications which will best serve the County. Award is dependent upon successful negotiation of price. If the parties fail to agree on price, the County reserves the right to negotiate with the next most qualified Consultant.

➤ **INSURANCE:**

Errors and Omissions(Professional Liability): with limits of not less than \$1.0 million per claim/\$3.0 million aggregate covering all services provided by the Contract. Coverage to be written on a claims-made basis.

Commercial General Liability (CGL): \$1,000,000/\$3,000,000 including Products/Completed Operations. CGL coverage shall cover all liability arising from premises, operations, independent contractor and personal injury and liability assumed under an insured contract.

Automobile Liability: covering liability arising out of the use of any owned, hired, leased or non-owned vehicle in an amount of no less than \$1,000,000 per occurrence.

Workers Compensation/Employer's Liability: Statutory WC limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employers Liability in an amount of no less than \$1.0 million.

Excess Umbrella: liability with a limit of no less than \$1,000,000 in excess of the above policies.

- All insurance to be written through a company duly authorized to do business in the State of Missouri with an A.M. Best Rating of A-IX or higher.
- The Professional Liability, CGL, Automobile and Umbrella policies shall be endorsed to include the County as an additional insured and provide for 30 days advance written notice of any material change.
- A Waiver of Subrogation in favor of the County shall be endorsed on each of the policies.
- The required insurance provided by the "Consultant" shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the County.
- A Certificate of Insurance evidencing the above coverage(s) together with a copy of the required endorsements shall be provided to the County prior to the commencement of any work.

Certification

The Firm understands and agrees that by signing the statement of Qualification document, the Firm certifies the following:

The Firm shall only utilize licensed professional personnel who have had their qualifications submitted as part of the Firm's Qualifications document (or subsequent updates). All personnel utilized must be authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the Firm is found to be in violation of this requirement or applicable federal, state and /or local laws and/or regulations, and if the County of St. Charles has reasonable cause to believe that the Firm has knowingly employed individuals who are not eligible to work in the United States, the County shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the Firm from doing business with the County.

The Firm agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.

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 (Firm), 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 Qualification request. Firms 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 Qualification 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 Firm, 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>

Veteran Friendly Employment Policy

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

_____ "YES" our company has a veteran friendly employment policy.

_____ "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.

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.

The St. Charles County Department of Parks and Recreation is advertising a Request for Qualifications (RFQ) for design and engineering services to prepare construction bid documents needed for Riverside Park. The park is located at the confluence of Dardenne Creek and the Mississippi River in St. Charles County Missouri.

The scope of this project may include but not be limited to the following:

Finalize the design represented by a concept plan prepared by the consultant as part of its response to this RFQ.

- Determine cost estimates for construction.
- Prepare the construction drawings and specifications necessary for bidding and development.
- Obtain all reviews, approvals and permits required for the proposed construction.
- Assist County in construction bidding, selection of Contractors, construction administration and observation.

The goal is to realize a development that is a regional destination, showcases the park's natural resources, provides access to the Mississippi River, camping at the confluence of Dardenne Creek and the Mississippi River.

The site has been operated as a boat harbor with 2 boat ramps, boat storage, and a residential home. The county seeks to retrofit this site to a public park with boat ramps, docks, camping, restrooms, green space, bird watching, gathering space with fire pit, water play area and access to Dardenne Island. The consultant's services shall include electric, water, sewer, and communication services needed to support the proposed re-development of the site.

The consultant should evaluate if the County should offer fuel and if so, the design should include a fuel dock, storage tank, and infrastructure for a self- service and self-pay system.

The consultant shall evaluate the feasibility of a pedestrian bridge across Dardenne Slough. This study shall include a bridge type analysis to determine the best option for this type of structure and the pros and cons of each. The slough is approximately 600 feet wide from bank to bank.

The site primarily consists of four (4) parcels: former boat harbor, flood buy-out parcel, private river campsite, and a parcel owned by the Army Corps of Engineers (Dardenne Island). There are easements (pipeline, sewer, overhead electric lines) and it is in the floodway of the Mississippi River that must be taken into consideration.

The consultant shall also evaluate the buildings on the site to determine if they can be re-used or torn down and replaced. The existing shoreline protection shall also be evaluated to determine if additional measures should be taken to protect the banks from erosion and scour and measures to be taken to remove pieces of steel, glass, and other hazards in order to make access to the water safer and easier.

The consultant shall also include design plans (including right-of-way plans) for a greenway between Lakeside 370 Park in St. Peters and Fountain Lakes Park in St. Charles and Riverside Park. Property acquisition and construction of this greenway is not included in the construction budget of \$650,000 given below. There are various possible routes that the consultant could consider which include Hayford Road, Huster Road, or levees along Dardenne Creek.

The consultant will be responsible for the preparation of construction bid documents and construction administration and inspections.

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 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
 - a. Concept Plan
- Project Schedule - to include estimated hours

A Concept Plan has been developed by St. Charles County parks staff (attached); however, as part of the consultant's submittal, it shall provide a Concept Plan to demonstrate the consultant's understanding of the project and assumptions included in submittal. The Concept Plan should be based on the consultant's familiarity with Riverside Park and the market for boating, camping, hiking, cycling, and outdoor activities in this area of the St. Louis Region. The Concept Plan can include other amenities or improvements not described above that based on the consultant's experience would make Riverside Park a regional destination, showcase the park's natural resources, or enhance access to the Mississippi River. These items can be included in the base proposal or as add alternates. Should the consultant conclude in its opinion that a bridge across Dardenne Slough is not feasible or that construction and ongoing maintenance cost outweigh the benefits of a bridge, it is not required to include a bridge as part of its concept plan; however, the plan should propose an alternate means of access to Dardenne Island (bridge is not included in \$650,000 budget). Further, if the consultant, in its opinion concludes that any of the items described above or shown on the County's Concept Plan are not feasible, cost prohibited, or detract from the natural beauty and goals for this park, these items do not need to be included as part of the consultant's Concept Plan. The total cost of construction shall not exceed \$650,000(excluding greenway trail and pedestrian bridge).

Proposals will be evaluated and reviewed by a selection committee. Further steps in the selection process may include interviews with selected firms 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 firm for this project. General evaluation criteria are as follows:

- Experience and Technical Competence 5 points maximum
- Capability and Capacity 5 points maximum
- Past Record of Performance 10 points maximum
- Project Understanding 50 points maximum
- Schedule 30 points maximum

The County and the highest ranked firm shall attempt to negotiate a professional service contract that includes a detailed scope of work to be provided and the compensation for those services. If an agreement is not possible then the County will attempt to negotiate an agreement with the next highest ranked firm.

The deadline for proposals is 2:00 PM on April 12, 2018. Please include “RFQ 18-059 Riverside Park Design and Engineering Services” with the due date and time on the outside of the sealed envelope. Include one signed “original” and two signed copies of the proposal.

To schedule a site visit appointment, please contact:

Joe James
Park Planner
St Charles County Government
201 North Second Street, Room 510
St Charles, MO 63301
P. 636.949.7535
jjames@sccmo.org

Exception Sheet

If the item(s) and/or services proposed in the response to this Request for Qualifications is in any way different from that contained in this Request for Qualifications, the Firm is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the Firm's offer is in total compliance with all aspects of the proposal or Qualification.

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 QUALIFICATION

Audit Clause for Contracts

Examination of Records

The Firm's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, sub-consultant 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 Firm 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 Firm is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Firm's operations, obtained during audits, will be kept confidential.

The Firm will require all sub-consultants under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the sub-consultants.

Firm Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all Qualification terms and conditions)

Date: _____

AFFIDAVIT OF WORK AUTHORIZATION

The Firm 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

NOTES:

- ALL CAMP SITES TO INCLUDE PICNIC TABLE, LANTERN POLE, ELECTRIC AND WATER HOOK UPS, AND FIRE RING
- WATER PLAY AREA TO INCLUDE MOSTLY ABOVE GROUND FEATURES SUCH AS MISTERS AND WATERFALLS
- GATHERING/ SEATING SPACE WITH POSSIBLE STRUCTURE FOR UPPER LEVEL VIEWING



SEATING AREA



ABOVE GROUND WATER PLAY



**RIVERSIDE HARBOR AREA
Conceptual Masterplan**

St. Charles County Parks and Recreation

