



LEGAL NOTICE

REQUEST FOR PROPOSAL SEALED PROPOSAL 15-100

Cost Comparison Book for Hepperman Road Reconstruction Project

For

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

St. Charles County is seeking bids for a **Cost Comparison Book** for the Highway Department. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies

PROPOSAL INSTRUCTIONS

One [1] signed original and one [1] signed copy of the proposal must be received in a sealed envelope plainly marked “**RFP15-100 Cost Comparison Book for Hepperman Road Reconstruction Project**” with the date and time the proposal is due in the lower left corner of the envelope.

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

Proposals must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to **6/2/2015 at 10:00 AM**.

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

PROPOSAL INQUIRIES

All questions or clarifications concerning this Request for Proposal must be submitted in writing via E-mail (preferred), mail or fax to:

Pam Luesse
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
pluesse@sccmo.org

For questions or inquiries concerning the specifications please contact:

Donna Ray
St. Charles County Government
Highway Department
301 North Third Street
St. Charles, Missouri 63301
636-949-7305
dcray@sccmo.org

- The RFP number and title shall be referenced on all correspondence.
- All questions must be received no later than **3:00 PM** on **5/27/2015**. Any question received after this deadline may not be answered.

Interested firms are encouraged to visit the project site prior to responding to this RFP.

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 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 proposals or parts of a proposal and waive technicalities, and to adjust quantities.
- All proposals will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of proposal opening.
- All delivery costs or charges must be included in the F.O.B. destination proposal price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this proposal/RFP 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/RFP 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.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the proposal must sign all proposals, in blue ink.
- Vendors must submit two [2] signed copies of their proposal; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the proposal.
- 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 Federal, State or Local taxes, fees and licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "Void" and will not be opened.
- The successful proposer is specifically denied the right of using in any form or medium the names of St. Charles County or any other public agency within St. Charles County Government for public advertising unless express written permission is granted.
- All proposers must possess the necessary and appropriate business and/or professional

licenses in their field.

- Award will be made to the low responsive, responsible proposer, or to the offeror whose proposal is most advantageous to the County, price and other factors considered including geographic location. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the proposer qualifies his proposal by specific limitations. The proposal can be on an "all or none" basis if wording in the proposal so states and if all items solicited are included in the proposal.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.
- Where these terms and conditions are in disagreement with the specific contents of this proposal, the specifics of the proposal govern.

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 bid 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 bid 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 *E-Verify Memorandum of Understanding*, completed online and electronically 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.

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.

**REQUEST FOR PROPOSALS
15-100**

**COST COMPARISON BOOK
Hepperman Road Reconstruction Project**

The Saint Charles County Highway Department is requesting proposals for completion of a sales comparison book.

The project consists of acquiring ROW, permanent easements and temporary easements for the Hepperman Road Reconstruction project in St. Charles County.

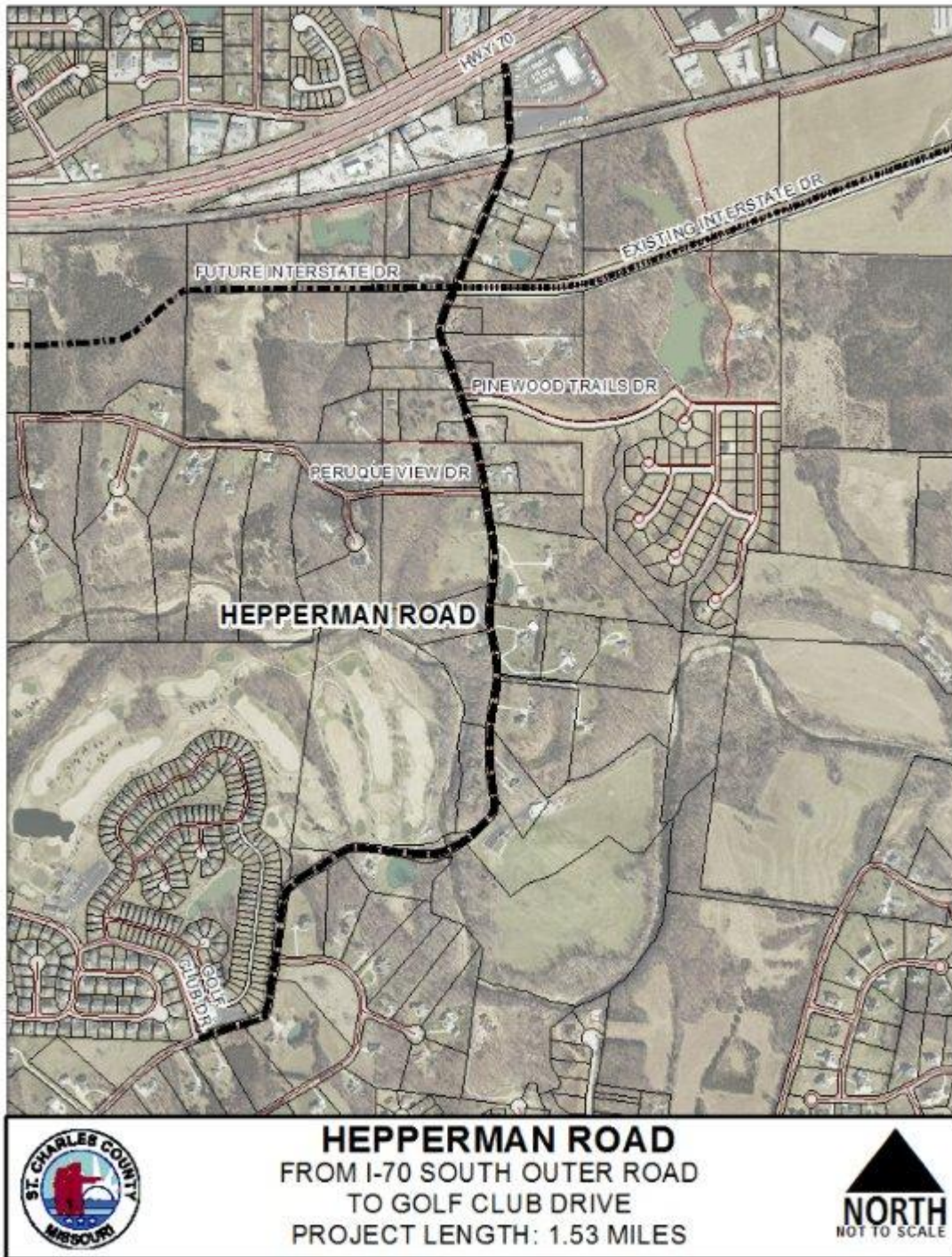
The Hepperman Road Reconstruction project is located from I-70 South Outer Road to Golf Club Drive. The project length is 1.53 miles. There are estimated to be 60 parcels which will require some type of property acquisition on this project.

After award, the County will provide you with a list of the properties and a copy of the Right-of-Way Plans. The plans are available for viewing at the office of the County Highway Department.

The County also reserves the right to not award the project and rebid the work.

The Scope of Services for the project consists of:

1. Determine the number of different categories of properties along Hepperman Road affected by the reconstruction.
2. Gather comparative sales for each category of property. The County prefers 3 or 4 for each category. Adjust the sales for time and location as you feel appropriate.
3. Note which particular sales equate to each parcel.
4. Sales need to be for land prices from which we can determine SF prices. If sale was from a residence, then the report needs to correlate the amount that land contributes to the sale.
5. The County does not need a tree count or other improvements. We will handle that internally as part of the offers.
6. If you see any particular concern based on slope or close proximity of the proposed work to a property, you can make comments, but it is not necessary.
7. The output should be some type of table that relates the individual parcels to the category of property to which you believe it belongs and then relates the category of property to the comparative sales. The table will be presented in a book along with the backup comparative sales data.



Proposal Response submitted by:

Name of Company or individual

Interested firms are encouraged to visit the project site prior to responding to this RFP.

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

Below is our proposed lump sum price to complete the project within 30 calendar days from Notice to Proceed. If you feel you can complete the work in less than 30 days or believe you need longer to complete the work, provide the number of days along with an alternate price. The delivery schedule will be taken into consideration when selecting the appraiser. Notice to Proceed is expected to be on or before Monday, June 22, 2015.

[The remainder of this page has been left intentionally blank.]

PROPOSAL FORM
15-100
COST COMPARISON BOOK
Hepperman Road Reconstruction Project

PROPOSAL DUE DATE: 6/2/2015 at 10:00 AM

Price: _____

Delivery within **30** calendar days from Notice to Proceed

Alternate:

Price: _____

Delivery within _____ calendar days from Notice to Proceed

Submitted By: (Signature) _____

Print Name: _____

Firm Name: _____

Inquiries can be made by contacting Ms. Donna C. Ray, Right of Way Specialist at (636) 949-7305.

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 or proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____



Proposal Response submitted by:

Name of Company or individual

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 bidder/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

15-100 Cost Comparison Book Hepperman Road Reconstruction Project
Highway Dept.

Proposal Response submitted by:

Name of Company or individual