



COUNTY OF GREENE, STATE OF MISSOURI
PURCHASING DEPARTMENT
933 N. ROBBERSON
SPRINGFIELD, MO 65802
(417) 868-4118

REQUEST FOR QUALIFICATIONS #10-10016
Develop and Publish a Springfield/Greene County Bicycle Destination Plan,
Phase I

RETURN QUALIFICATIONS NO LATER THAN:

Closing Time: 2:00 P.M.

Closing Date: Wednesday, March 24, 2010

Contact: Melissa Denney

Phone: (417) 868-4013

Fax: (417) 868-4188

E-Mail: MDenney@greencountymo.org

ADDRESS OR HAND-CARRY TO:

Greene County Purchasing Department
933 North Robberson, Top Floor
Springfield, Missouri 65802

It shall be the sole responsibility of persons submitting qualifications to read and follow all instructions and specifications contained herein. Failure to do so is at bidder's risk.

The request for qualifications document must be endorsed by a person authorized to legally bind the proposer prior to the closing date and time. Failure to comply with this provision may result in immediate rejection of qualifications.

NOTICE IS HEREBY GIVEN that sealed qualifications will be received by the Purchasing Director of Greene County, Missouri, for **professional services to develop a Springfield/Greene County Bicycle Destination Plan** in strict accordance with the request for qualifications specifications on file at the Purchasing Department, 933 N. Robberson, Springfield, Missouri 65802.

DATE OF OPENING QUALIFICATIONS: Qualifications will be received at the Greene County Purchasing Department **until 2:00 pm on Wednesday, March 24, 2010**. Hand-delivered or courier delivered qualification packages shall be brought to the

RECEPTIONIST for the Purchasing Director located on the top floor of the Administrative building of Greene County, located at 933 N. Robberson, Springfield, Missouri 65802. Mailed qualifications shall be sent to Greene County Purchasing, c/o Purchasing Director, 933 N. Robberson, Springfield, Missouri 65802. **All qualifications shall be submitted in sealed envelopes marked on the outside with "RFQ NO. 10-10016 FOR SPRINGFIELD/GREENE COUNTY BICYCLE DESTINATION PLAN."** If mailed to the Purchasing Director, include a label on outside of sealed qualifications **"SEALED QUALIFICATIONS--Do Not Open With Regular Mail."**

ORGANIZATION OF QUALIFICATIONS: The Qualifications will be evaluated by the County and shall include, at a minimum, the following information:

- **PERSONNEL**
This section shall define the experience of the Project Manager, other key personnel and sub-consultants assigned to the services. The designated Project Manager shall be the primary contact with the County during the contract period.
- **REFERENCES**
Provide references for similar work that your company has provided within the last three (3) years. Include a detailed description of the services, the agency or firm names, contact names and phone numbers, and dates of services performed.
- **COST SUMMARY**
This section shall define the fee schedule for the services.
- **SIGNATURE**
The Qualifications shall be signed by an official authorized to bind the firm.

AWARD OF CONTRACT: Owner reserves the right, after opening qualifications to reject any or all qualifications, to waive any informality in a qualification, to make awards in the interest of the Owner, and to reject all other qualifications. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the proposer to whom the award is contemplated.

NOTARIZED AFFIDAVITS: Refer to Attachment I, Notice and Instructions to Bidders/Vendors regarding Sections 285.525 through 285.550 RSMO, effective January 1, 2009 and Section 292.675 RSMO, effective August 28, 2009, attached hereto.

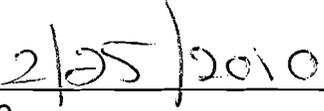
PROJECT ADMINISTRATION: Submit all questions about the Request for Qualifications to Joel Keller at (417) 829-6517.

One (1) original and two (2) copies of the completed request for qualifications must be enclosed in a sealed envelope and addressed as stated on the cover sheet. The original qualifications must be unbound. Sealed envelopes must be marked with, , "Springfield/Greene County Bicycle Destination Plan RFQ No. 10-10002."

Sincerely,



Carolyn McIntosh, A.P.P., C.P.M.
Purchasing Director
Greene County RFQ#10-10016
Rev.04/08/09 - RFQ



Date

**REQUEST FOR QUALIFICATIONS #10-10016
SPECIFICATIONS**

Bicycle Destination Plan Development and Consulting Services

1. Required Services:

Greene County desires to contract the services of a consultant with the ability to prepare a Bicycle Tourism Destination Plan.

The scope of the plan shall include:

- Utilize existing bicycle routes and greenway trails to create three (3) to five (5) themed destination routes. Giving consideration to future trails/greenways and bicycle routes which will allow for connections to area attractions or points of interest.
- Provide current demographic information and trends for destination tourism, and specifically bicycle/eco-tourism.
- Provide examples of themed way-finding/signage systems to direct bicyclists and identify particular routes.
- Work with local city, state and county departments to identify a marking/signing system which can be executed by all parties, and provide associated costs related to signage.
- Integrate the outlying communities into the plan as destinations where appropriate.
- Establish public participation and public/private partnerships such as chambers of commerce, National Park Service, Convention and Visitors Bureau, county communities and boards/owners of historic sites and points of interest that will promote events and encourage use by local residents and visitors to the area.
- Integrate the health and fitness benefits residents and visitors will achieve into the plan.
- Provide information and examples of other communities that have undertaken similar plans.
- Provide recommendations for publicizing route information, i.e. web-based, brochures, newsletters and maps.
- Identify future route possibilities with general descriptions and maps which may lead to a second phase should funding become available.

Selection Criteria:

Applicants shall demonstrate experience/knowledge in the following areas:

- Experience in developing bicycle/pedestrian plans.
- Knowledge of existing bicycle plans and routes, including incorporated communities within Greene County and surrounding counties.
- Knowledge of current and future trail and greenway plans within Greene County and surrounding communities/counties.
- Knowledge of funding sources for developing a plan for rural and urban tourism and development of related marketing programs.
- Knowledge of bicycle safety, road design standards, and road/trail route requirements for cyclists.
- Ability to network with a variety of partners and determine communitywide needs..
- Experience with local, state, and national programs related to both trail and on road bicycle programs and projects which promote bicycling as a health and fitness opportunity for rural communities and eco-tourism

REFERENCES

Bidder shall submit as a part of the qualification package a minimum of four (4) business references with the name of the business, address, contact person, and telephone number.

Name: _____ Name: _____

Address: _____ Address: _____

Tel No.: _____ Tel No.: _____

Fax No _____ Fax No _____

Email: _____ Email: _____

Contact: _____ Contact: _____

Name: _____ Name: _____

Address: _____ Address: _____

Tel No.: _____ Tel No.: _____

Fax No _____ Fax No _____

Email: _____ Email: _____

Contact: _____ Contact: _____

Bidders Name: _____

BIDDER'S CHECK LIST

BEFORE SEALING QUALIFICATION FOR SUBMISSION, PLEASE CHECK THAT YOU HAVE:

- _____ Thoroughly read and understood all provisions of the solicitation. Direct any questions to the authorized contract, Melissa Denney at (417) 868-4013.
- _____ Properly endorsed the Document.
- _____ Returned the required bid documents.
- _____ Enclosed all required attachments and submitted materials.
- _____ Enclosed your qualification in a sealed container and clearly marked container to identify contents by RFP number with opening date and time.

Submission of qualifications constitutes an assignment by the bidder to Greene County, Missouri of all rights, title, and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or may accrue as the result of, or in relation to the particular goods and/or services purchased in fulfillment of any contract with the county arising from this Request for Qualification.

MUST BE COMPLETED

Company name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

BIDDERS AUTHORIZED SIGNATURE

THE BIDDER HEREBY AGREES TO FURNISH ITEMS AND/OR SERVICES, AT THE PRICES QUOTED, PURSUANT TO ALL REQUIREMENTS AND SPECIFICATIONS CONTAINED IN THIS DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER BID.

Bidders Authorized Signature

Date

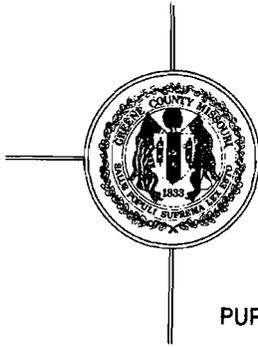
Print above Signature

Representing Co.

Business Phone Number

Fax Number

Email Address



County of **GREENE** State of Missouri

GREENE COUNTY COMMISSION

933 N. Robberson - Top Floor
SPRINGFIELD, MO 65802

FAX (417) 868-4188
(417) 868-4012

Office of
PURCHASING DIRECTOR

Notice and Instructions to Bidders/Vendors

**Regarding Sections 285.525 through 285.550 RSMO, Effective January 1, 2009
and Section 292.675 RSMO, Effective August 28, 2009**

Effective January 1, 2009 and pursuant to the State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Greene County, Mo.) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program 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)]

RSMO 285.530 pertains to all solicitations for services over \$5,000. RSMO 285.530 does not apply to solicitations for commodities only. If a solicitation is for services and commodities, RSMO 285.530 applies if the services portion of the solicitation is over \$5,000.

Effective August 28, 2009 and pursuant to the State of Missouri's RSMO 292.675, Contractors and subcontractors who sign a contract to work on public works projects must provide a 10-hour OSHA construction safety program, or similar program approved by the Department of Labor and Industrial Relations, to be completed by their on-site employees within sixty (60) days of beginning work on the construction project. Contractors and subcontractors in violation of this provision will forfeit to the public body \$2,500 plus \$100 a day for each employee who is employed without training. Public bodies and contractors may withhold assessed penalties from the payment due to those contractors and subcontractors.

Greene County, Missouri, in order to comply with sections 285.525 through 285.550 and 292.675 RSMO, requires as a condition for the award of any contract or grant in excess of five thousand dollars or any public works project contract, the contractor shall submit the following documents:



County of **GREENE** State of Missouri

GREENE COUNTY COMMISSION

933 N. Robberson - Top Floor
SPRINGFIELD, MO 65802

FAX (417) 868-4188
(417) 868-4012

Office of
PURCHASING DIRECTOR

Required Affidavit for Contracts over \$5,000.00 (US) – Effective 1-1-2009. Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that Company does not knowingly employ any person who is an unauthorized alien in connection the contracted services.

Required Affidavit for any Public Works Project Contract – Effective 8-28-09. Company shall comply with the provisions of Section 292.675 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

3. that Company has verified the completion of a 10-hour construction safety program with respect to the employees working in connection with the contracted services.

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memo of Understanding (MOU)). *See attached sample*

Copies of affidavits can be found and downloaded on the Greene County Purchasing website; <http://www.greenecountymo.org/purchasing/index.php>. *See attached samples*

Greene County encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program. Information regarding E-Verify is available at http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm or by calling **888-464-4218**.

If you have any questions, please contact Greene County, Mo., Purchasing Department at 417-868-4012.

Company ID Number: XXXXXX

The foregoing constitutes the full agreement on this subject between the SSA, DHS (Department of Homeland Security), and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer, Your Company Name

John Doe

Name (Please type or print)

Title

Electronically Signed

01/01/2009

Signature

Date

Verification

Department of Homeland Security - Division

USCIS Verification Division

Name (Please type or print)

Title

Electronically Signed

01/01/2009

Signature

Date

Sample
E-Verify
Memo of Understanding - MOU
Electronic Signature Page

ATTACHMENT II

TERMS AND CONDITIONS OF AN INVITATION FOR BID PREPARATION OF BIDS

- A. Bidders are expected to examine the specifications, delivery schedule, bid prices and all instructions of the IFB. Failure to do so will be at bidder's risk. In case of an error in extension, the unit price (s) will govern.
- B. Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for informational purposes only, and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and model number. The bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid forms.
- C. All supplies and equipment offered in a bid must be new and of current production unless the IFB clearly specifies that used or re-conditioned supplies or equipment may be offered.
- D. Firm prices shall be bid and include all packing, handling, and shipping charges.
- E. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety days from bid opening and for the specified contract period.
- F. Greene County, Missouri does not pay federal excise and sales tax on direct purchases of tangible personal property, Exemption number 12531847.

SUBMISSION OF BIDS

- G. A bid submitted by a bidder must (1) be manually signed by the bidder on the Greene County IFB form, (2) contain all information required by the IFB, (3) be priced as required, (4) be sealed in an envelope or container, (5) be attached to a security deposit if required, and (6) be delivered to the Purchasing Department and officially clocked in no later than the exact time and date specified in the solicitation.
- H. The sealed envelope or container containing a bid should clearly marked on the outside of the container with (1) the official IFB number, and (2) the official closing date and time.

MODIFICATION OR WITHDRAWAL OF BIDS

- I. A bid may be modified or withdrawn by written notice received prior to the official closing date and time specified. A bid may also be withdrawn or modified in person by the bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a bid will not be considered.
- J. After official closing date and time, no bid may be modified or withdrawn.

NO BIDS AND FUTURE SOLICITATIONS

- K. If no bid is to be submitted, the bid should be marked "NO BID" and returned in order to maintain the bidder's name in file for future solicitations. If a bidder fails to respond to a reasonable number of bids without returning a "NO BID", the Purchasing Department reserves the right to delete the bidder from the vendor file for future solicitations.

BID OPENING

- L. Bid openings are public on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered by the proper time to the office of the Purchasing Department. Bids which for any reason are not so delivered will not be considered. Offers by telegram, telephone, or facsimile will not be acceptable. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

AWARDS

- M. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri, when all other factors are equal.
- N. Cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- O. As the best interest of Greene County may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof, with one or more suppliers; to reject any and all bids, or waive any minor irregularity or technicality in bids received.
- P. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the IFB, and (2) is the lowest and best bid, considering price, responsibility of the bidder and all other relevant factors. All awards will be made by written notification from the Purchasing Director.
- Q. Each bid received with the understanding that the acceptance in writing by Greene County of the offer to furnish any or all materials, equipment, supplies or services described therein shall constitute a contract between the bidder and Greene County and shall bind the bidder to furnish and deliver at the price in accordance with the conditions of said accepted bid and detailed specifications.
- R. Greene County reserves the right to give preference to businesses located within Greene County.

CLARIFICATION OF REQUIREMENTS

- S. It is the intent and purpose of Greene County, Missouri that this request permits competitive bidding. It shall be the bidder's responsibility to advise the Purchasing Department if any language, requirements, etc. or any combinations thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be submitted in writing and must be received by the Purchasing Director not later than five (5) days prior to the closing date. A review will be made of any such notifications.

ATTACHMENT III
TERMS AND CONDITIONS OF PURCHASE

A. BINDING CONTRACT:

A document in the form of a written purchase order or "Notice of Contract Award", signed by the seller and countersigned by the Purchasing Director shall constitute a binding contract, and the language of the contract shall govern in the event of a conflict with Seller's submitted bid or proposal.

The written contract or purchase order shall express the complete agreement of the parties, and performance shall be governed solely by the terms and conditions contained therein. Changes, additions or modifications thereto must be in writing and signed by the Purchasing Director.

B. QUANTITIES:

Greene County, Missouri (hereafter referred to as County) shall assume no obligation for articles or materials shipped in excess of the quantity ordered. Unauthorized quantities are subject to the county's rejection and shall be returned at the seller's expense.

C. DELIVERY:

If deliveries are not made within a reasonable time, the County reserves the right to cancel or to purchase materials and/or services elsewhere. Seller may be liable for re-procurement cost.

D. SHIPMENT:

Deliveries shall be F.O.B. destination unless otherwise specified by the county.

E. INVOICES:

An original and remittance copy of the invoice shall be submitted to the Purchasing Department and shall show the Greene County purchase order number and contain full descriptive information of goods and/or services furnished. Each invoice must itemized in accordance with items listed on the contract. Failure to comply with these requirements will delay processing of invoices for payment. Payment for all goods and services shall be made in arrears. The county will not make any advance deposits. Payment shall be issued thirty (30) days from invoice date, or from final acceptance of goods, whichever is later.

F. INSPECTION AND ACCEPTANCE:

No material received by the county pursuant to the contract shall be deemed accepted until the county has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to the warranty of the seller upon inspection or at any later time, if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the seller's expense for full credit or replacement. Such right-to-return offer to the county arising from the county's receipt of defective goods shall not

exclude any other legal, equitable or contractual remedies the county may have therefore.

G. WARRANTY:

Seller expressly warrants that all articles, materials, work, and services covered by the contract will conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the County, and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the county's acceptance of said materials or goods, or by payment for them.

H. PATENTS

Seller guarantees that the sale or use of the articles described herein will not infringe upon any U.S. or foreign patent, and Seller covenants that he will, at his own expense, defend every suit which may be brought against the county, or those using the county's product for any alleged infringement of any patent by reason of the sale or use of such articles, and Seller agrees that he will pay all costs, damages, and profits recoverable in such suit.

I. BANKRUPTCY OR INSOLVENCY:

In the event of any proceedings by or against either party, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Seller, or in the event of breach of any of the terms hereof including the warranties of the seller, the county may cancel the contract or affirm the contract and hold Seller responsible in damages.

J. COMPLIANCE WITH APPLICABLE LAWS:

The seller warrants it has complied with all applicable laws, rules and ordinances of the United States, or any state, municipality or any other governmental authority or agency in the manufacture or sale of the items and services covered by the contract, including, but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended.

K. INTERPRETATION OF CONTRACT AND ASSIGNMENTS:

The contract shall be construed according to the laws of the State of Missouri. The contract or any rights, obligations, or duties hereunder may not be assigned by the seller without the county's written consent, and any attempted assignment without such consent shall be void.

L. TERMINATION OF CONTRACT:

The county reserves the right to terminate any contract at any time if the provisions of the contract are violated by the contractor or any of his subcontractors, in the sole judgement and discretion of the county. If the contract is so terminated, the county may purchase upon such terms and in such manner as the Purchasing Director may deem appropriate, supplies or services similar to those so terminated, and the contractor will be liable for additional costs occasioned thereby.

M. NON-DISCRIMINATION IN EMPLOYMENT:

In connection with the furnishing of supplies or performance of work under the contract, Contractor agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable federal and state laws, and further agrees to insert the foregoing provisions in all subcontracts awarded hereunder.

N. PERFORMANCE BONDS:

If required as condition for contract award, the amount of a performance bond will be described in the IFB at the time of issuance. The performance bond must be issued for amount specified by a surety company, or secured with a cashier's check, certified check, cash, bank draft, or irrevocable letter of credit. No annual bid or performance bonds will be accepted unless otherwise indicated in the IFB.

O. TAX EXEMPT:

Greene County, Missouri is exempt from state sales tax under Missouri Constitutional Provisions (Mo. Tax I.D. #12531847), and is exempt from Federal Excise Tax by Title 25, U.S. Code annotated.

P. UNIFORM COMMERCIAL CODE:

The purchase agreement shall be governed by the Missouri Uniform Commercial Code as adopted and in force on the date of the agreement, and both parties shall have all remedies afforded to each of them by the Missouri U.C.C. except as specifically modified within the agreement.