



## LEGAL NOTICE

### REQUEST FOR QUALIFICATIONS

RFQ 25-133

For

**CONSULTANT SERVICES –  
Gateway Green Light  
Arterial Management Interface (AMI)**

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

St. Charles County is seeking Statement of Qualifications from Professional Service Firms to provide **Consultant Services for Gateway Green Light Arterial Management Interface** for the County. 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] signed original, one [1] signed copy, and one [1] digitized copy of the Statement of Qualifications must be received in a sealed envelope plainly marked “**25-133 Gateway Green Light Arterial Management Interface**” 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 **1/14/2026 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 RFQ must be submitted in writing to:

Donna Clayton, Purchasing Coordinator  
St. Charles County Government  
Finance Department  
201 North Second St  
St. Charles, Missouri 63301  
kmandernach@sccmo.org

**For questions or inquiries concerning the specifications please contact:**

Jacob Becher, Manager  
St. Charles County Government  
Roads and Traffic Department  
201 North Second St  
St. Charles, Missouri 63301  
Fax: (636)949-3074  
jbecher@sccmo.org

- The RFQ number and title shall be referenced on all correspondence.
- All questions must be received no later than **3:00 PM** on **1/7/2026**.
- Any question received after this deadline may not be answered.

### **Prohibited Communication**

***Contact with any representative, other than through the procedure outlined in the section titled “Inquiries”, concerning this request is prohibited PRIOR TO QUALIFICATIONS DUE DATE. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to proposal due date 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.
- No additions, deletions, corrections, or adjustments will be accepted after submissions are opened.
- The electronic version of this 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 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 original and so marked, one copy, and one digitized copy [PDF].
- 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 Federal, State or Local taxes, fees, and licenses.
- Sealed submissions received after the designated time of the receipt of the sealed statements 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 agency of St. Charles County Government 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.
- **INSURANCE:**

**Errors and Omissions (Professional Liability):** with limits of not less than \$1,000,000 per claim/\$3,000,000 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 \$1,000,000.

**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 a additional insured and certificate holder including the following language: "Nothing in this endorsement shall serve to operate as a waiver of the County's Sovereign Immunity or broaden the liability of the County beyond the provisions of Sections 537.600 to 537.610 of the Revised Statutes of Missouri". Consultant shall provide 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:***

<a href="https://everify.uscis.gov/account/enroll">https://everify.uscis.gov/account/enroll</a>
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**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.

**CONSULTANT SERVICES –  
Gateway Green Light Arterial Management Interface**

St. Charles County (referred to hereafter as County) seeks a qualified consultant to assist the County in the design, development, project management, implementation, and training of an Arterial Management Interface for the Gateway Green Light Program in St. Charles County.

Qualifications are due on **Wednesday, 1/14/2026 at 2:00 p.m.** local time to the following address:

Donna Clayton  
Purchasing Coordinator  
St. Charles County Government  
201 North Second St, Room 541  
St. Charles, MO 63301

Late proposals will be returned unopened. Three (3) copies of the proposal are required, one (1) is to be an original and so marked and one copy. Please also provide one digital copy of the proposal in Acrobat Portable Document Format (PDF) on USB. **Faxed or emailed proposals will not be accepted.**

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### Section I: Scope of Work

St. Charles County is seeking assistance of a qualified consultant for design, development, project management, implementation, and training of an Arterial Management Interface for the Gateway Green Light Program in St. Charles County. This is to include development of arterial corridor diversion signal timing plans, design and development of a user-interface to access guidelines and information, assistance with integration of timings and systems. A qualified traffic engineer shall develop traffic signal timing plans for all of the project corridors and scenarios and aid in implementation. The user-interface shall include a web-based platform with links to arterial management scenarios, user informational videos and guides, links to traffic models and timing reports, and links to agency TransCore TransSuite ATMS platforms for operations.

It is also proposed to have the consultant assist in the deployment of a Waze for Cities Applications Programming Interface (API) for the integration of third-party data into the ecosystem to aid in the arterial management process. This includes ingesting third-party, developing and deploying a user alert application or messaging relay, and an agency to application API for communicating critical information to motorists. The goal of this task will be to leverage existing third-party platforms for data, reporting, and communications.

Lastly, the project will allocate time for consultant staff to aid Gateway Green Light agencies in the training, daily use, and operations of the arterial management interface. A qualified team of traffic engineers/ specialists shall be provided throughout the implementation and close out phases of the project.

A Statement of Qualifications shall be submitted by firms that have a capable and demonstrable background in the Project Details described herein. Additionally, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

### Project Corridors

The project arterial corridors outlined herein are within the County of St. Charles in the State of Missouri. The following are included in the project:

## Arterial Corridors and Freeways

Mexico Road  
Salt River Road  
Mid Rivers Mall Drive  
Bryan Road  
Wentzville Parkway  
Cave Springs Road  
Zumbehl Road  
Muegge Road  
Salt Lick Road  
Veterans Memorial Parkway  
West Clay Street  
East/ West Terra Lane  
Drennen Parkway  
Lakeside Park Drive  
Harry Truman Boulevard  
N St Peters Parkway (MO 364 NOR)  
S St. Peters Parkway (MO 364 SOR)  
Fifth Street/ South River Road  
Arena Parkway  
Upper Bottom Road  
Elm Street  
Central School Road  
Town Square Avenue  
Interstate Drive  
Main Street  
St Peters Howell Road  
Route M  
Route N  
Route 79  
Route 94  
Route K  
Route A  
Route 364  
Route 370  
I-70  
I-64  
US 61



The Consultant will be responsible for all aspects of work needed to complete the project requirements as outlined in the following Project Details, Tasks 1-3. Tasks include but are not limited to the following:

- Design, project management, procurement.
- Implementation, training, operations, and operational support.
- Quality control/ quality assurance.
- Integration and support services.
- Submittals as required by MoDOT's local road program.

The Consultant will also be responsible for project documentation and submittals associated with a federal aid project including but not limited to field logs and diaries, reimbursement requests, and other submittals as required by MoDOT's local road program.

Integration and implementation support duties may include, but are not limited to, operation and monitoring of the centralized traffic management system and ATSPM module, planned and unplanned response to traffic, controller database management, signal operations and communications troubleshooting, system training, system reporting, timing plans, work zone safety, public outreach, and other staffing and support.

## **Project Details**

### **TASK 1: PROJECT MANAGEMENT**

#### **1.1 Project Administration and Quality Assurance/Quality Control**

**Project Manual:** The Consultant will prepare and maintain a project manual containing all information vital to their part in the project, e.g. scope, schedule, and deliverables.

**Quality Control:** The Consultant will ensure all studies, reports, and plans are reviewed for compliance with St. Charles County and MoDOT policy and standards, clarity, and completeness. As part of our quality assurance/quality control practices, all final products must be reviewed by the Consultant's internal QA/QC team to ensure a high-quality product is delivered and that the deliverables required in the scope of work have been completed.

**Cost Accounting:** The Consultant will establish and maintain a study cost control system to process and track their study costs in accordance with MoDOT standards.

**Invoicing:** The Consultant will prepare invoicing and payments requests on a monthly basis. The invoices will include monthly progress reports including brief narrative descriptions, financial reports, and expenditures. The reports shall provide St. Charles County and the Consultant with sufficient, timely financial and study progress information so that managerial decisions concerning control of various aspects of the study can be made.

**Schedule:** The Consultant will work closely with St. Charles County staff to ensure that the proposed schedule is being completed on time.

Project Close-Out: At the completion of the study, the Consultant will provide St. Charles County a complete summary of all time and resources spent on the project.

Work Products: The Consultant will submit all products to St. Charles County, who will coordinate the review of all products and materials.

## 1.2 Meetings

It is anticipated that the Consultant will conduct up to six monthly meetings with St. Charles County staff during the duration of the project. Meetings with the public or other agencies are not anticipated for this project.

## TASK 2 – DATA COLLECTION AND INVENTORY

### 2.1 Information to be provided by the Department

Existing Synchro Models: St. Charles County will provide Synchro Models for the following interchanges, intersections and corridors to be updated:

#### I-70

- Fifth St
- Fairgrounds
- Route 94
- Zumbuhl Rd
- Cave Springs Rd
- Mid Rivers Mall Dr
- Route 79 / Salt Lick Rd
- TR Hughes Blvd
- Route K
- Bryan Rd
- Lake St. Louis Blvd
- Wentzville Pkwy

#### Route 364

- Arena Pkwy/ Upper Bottom Rd
- Muegge Rd/ Route 94
- Heritage Crossing
- Harvester Rd
- Jungs Station Rd
- Jungermann Rd
- Central School Rd
- Kisker Rd
- Mid Rivers Mall Dr
- Route K
- Bryan Rd
- Henke Rd/ Technology Dr

#### I-64

- Route 94
- Route K
- Winghaven Blvd/ Route DD
- Lake St. Louis Blvd

Route 370

- Route 94
- Elm St/ New Town Blvd
- Lakeside Park Dr/ Harry S Truman Blvd

US 61

- Route A

## 2.2 Compile and Summarize Data to be used in User Interface

Compile and Summarize Data: The Consultant will obtain existing GIS database/Base Maps, compile this information, and summarize it for use in the User Interface.

The most recent files and mapping available for roadways and signal locations in any spatial data format (shapefile or geo-database) will be required for the User Interface.

## TASK 3 – INCIDENT SIGNAL TIMING PLAN DEVELOPMENT

### 3.1 Interchange Synchro Models

Verify Existing Synchro Models: The Consultant will verify the geometrics and existing timing within all available Synchro models provided by St. Charles County to the Consultant. AM and PM existing conditions models will be saved for each diversion routing scenario.

Create Existing Conditions Synchro Models: The Consultant will create Existing Conditions Synchro models for all interchanges and corridors not already provided. These models will include interchange intersections including ramp terminals and any outer road intersections and adjacent arterial intersections. AM and PM existing condition models will be created for each interchange.

### 3.2 Development of Incident Signal Timing Plans

Existing Incident Signal Timing Plans: Use existing plans where already created.

Coordinated Intersections: The Synchro models created in Task 3.1 will be used to develop Incident and Diversion Signal Timing Plans. The existing cycle lengths may be increased and the timing plans optimized to create separate directional incident plans by time of day and direction of incident. Time-space diagrams shall be created to be viewed in the User Interface.

Free Operating Intersections: For interchanges with intersections operating free, the max times may be increased in order to create incident signal timing plans. Dynamic maximum settings will be documented for use in programming the incident signal timing plans where applicable.

## TASK 4 – PROGRAMMING AND IMPLEMENTATION OF INCIDENT TIMING PLANS

### 4.1 TransSuite Programming

Programming of Incident Signal Timing Plans: The Consultant will program the incident signal timing plans for each signal controller in the Unified Controller Manager central databases on GGL and MoDOT TransSuite ATMS application instances. Programming shall be done via TransSuite system from an authorized account. The Consultant shall work with St. Charles County and MoDOT to ensure the correct database version is utilized for programming.

#### 4.2 Implementation

Implementation of Incident Signal Timing Plans: The Consultant will implement and perform signal timing adjustments during major incidents within St. Charles County for up to 36 months post programming and acceptance of timings. The Consultant will work with St. Charles County and MoDOT on adjustments, standard operating procedures and use guidelines, as well as provide training to end-users on AMI and User Interface use during the period of service.

#### 4.3 Documentation

Document Timing Adjustments and Final Timing Plans:

Synchro models will be updated bi-annually with timing changes that are saved from the initially delivered AMI signal timings. These timing changes will be documented along with the final deliverable signal timing plans that will be submitted to St. Charles County at project close out.

### TASK 5 – DATA COLLECTION AND GIS DATA COMPILATION

#### 5.1 Develop and Compile GIS Database

The Consultant will develop a geo-database of roadways, alternate routes, and signal locations at the interchanges along I-70, I-64, MO 364, MO 370, US 61 and the adjacent diversion routes specified in the study area in St. Charles County for user reference. This data will use existing St. Charles County and Gateway Green Light data and be supplemented by alternate route data collected in the field under Task 6. All traffic signal and ITS information made available pertaining to the signals and roadways associated with this project will be linked to the spatial features to create a single relatable GIS database. The geo-database will be implemented into map documents that facilitate ease of use and maintenance by end users as well as export into other systems.

### TASK 6 –ARTERIAL MANAGEMENT INTERFACE ALTERNATE ROUTE USER INTERFACE

Using the data and deliverables from Tasks 2 through 5, the Consultant will create the alternate route user interface for the AMI.

#### 6.1 Survey and Assess Alternate Route Corridors

The Consultant will assess the existing transportation network to determine a list of candidate routes that are available to move large volumes of traffic should a significant roadway lane closure event take place, and the need to implement a bypass route, evacuation route, or relieve interstate congestion occurs. A number of critical factors have been identified that the Consultant will assess:

- ☐ Roadway capacity

- Pavement capacity
- Bridge weight restrictions
- Adjacent land use, including corridor context
- Adjacent utilities and services
- Attractiveness of the corridor as a means to move emergency services
- Connectivity with key corridors and/or other population centers
- Presence or availability of ITS infrastructure
- Ability to coordinate traffic signals and other traffic operations instruments
- Truck accessible routes
- Bridge height/clearance issues
- Proximity to residential areas, schools and other key institutions
- Commercial vehicle restricted roads, areas
- Railroad crossings
- Where should law enforcement personnel be deployed to keep traffic moving?
- What messages should be displayed on permanent DMS and portable CMS for each particular alternate route scenario?
- Communications, messaging options through third-party navigation applications via API

#### Deliverables

The Consultant will provide a technical memorandum summarizing the list of criteria and the list of potential alternate routes, including maps.

### 6.2 Arterial Management Interface

The Consultant will create an Arterial Management Interface that can be used by both transportation professionals as well as emergency services in an electronically (web/ html) accessible format. The Guide will include individual alternate route maps for each segment of interstate showing the closure area, alternate route designations, signage locations, signal locations, key areas for law enforcement to deploy, messages for portable CMS and permanent DMS, key factors noted above in Task 6.1, list of key contacts and phone numbers for that alternate route, and resources needed. The electronic version will be a seamless, highly interactive site that will allow for quick access to various pages, route maps, and support documents, including videos.

The Consultant will create applications programming interfaces (APIs) for the end-users which interact with third-party navigation and mapping applications (Waze), such that users may receive and push viable information to/ from the platform during incident response. The API shall function to allow notifications to be delivered from the application to the end-user, and provide methods for the end user to make updates available to the application, such that the updates may be pushed to the application for communication of information (ie: accidents, lanes occupied, lanes closed, queue lengths, approximate speed ahead, etc.)

#### Deliverables

The Consultant will provide an external drive with copy of the entire Arterial Management Interface, as well as a web/ html site hosting the User Interface. The electronic document will be interactive via hot buttons and hyperlinks for navigation of the manual and User Interface. The Consultant will produce multiple short form (< 5-minute) video tutorials with audio that instruct users on the use and navigation of the Arterial Management Interface. These videos will be linked from the Arterial Management Interface and shall be approved by the St. Charles County

before acceptance. The Consultant will produce an applications programming interface hosted on St. Charles County device for access and use by end users.

### 6.3 Develop Geo-Database/Arterial Management Interface Access for End Users

The Consultant will utilize data collected under Task 5 and alternate routes created under Task 6 to populate a geo-database that will be electronically accessible via licensed software for users with access and permission. This will display the information regarding signals, intersections, timing plans, and alternate route plans gathered and created throughout this project.

#### Deliverables

The Consultant will develop, integrate, test, and coordinate access to the geo-database with St. Charles County staff and provide written procedures on how to access the geo-database and utilize data to the greatest potential.

## Section II: Qualifications for the Project

1. **Letter of Interest.** The responding firm must provide a letter of interest limited to three pages maximum. This letter should include a statement to indicate your firm's understanding of the project, and an indication of your firm's approach to promoting and developing a diverse workforce. The letter must include name, phone number, and email address of the person who the County should contact in the event that questions arise regarding the firm's submission.
2. **Qualifications.** Please provide detailed information on qualifications, familiarity and capability, and experience offered by your key personnel. This should include any other information which might help us in the selection process, including key personnel you would assign to the project and the backgrounds of those individuals, and any sub-consultants you would propose to use. Indicate the role each of your key personnel played in previously delivered projects and describe their role and contribution to this project. Please include details of project approach, quality assurance, staffing plan, and reference contact information. This section must be limited to fifteen pages.
3. **Schedule.** Please provide a proposed schedule including project milestones and deliverables limited to two pages.
4. Subcontractors List
5. Disadvantage Business Enterprise (DBE) List (DBE Goal 0%). DBE firms must be listed in the MRCC Directory to be considered. See website at <https://missouriucp.dbesystem.com/>. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.
6. Statement of Qualification (RSMo 8.285 through 8.291)
7. Affidavit of Compliance with the Federal Work Authorization Program
8. E-Verify Memorandum of Understanding (15 CSR 60-15.020)

### **Section III: Evaluation Criteria**

Members of the Gateway Green Light Board will evaluate firms based on:

- **Qualifications of Personnel Assigned** – qualifications of individual employees to be designated to the various tasks for this specific job. (maximum of 15 points)
- **Familiarity and Capability** – technical knowledge and expertise in traffic operations, including experience in performing signal timing analyses, including traffic control strategies, mitigation strategies for saturated conditions on signal controlled roadways and interchange systems. Previously developed web-based user interfaces, training guides, and best practices. Possesses familiarity with St. Charles County roadway systems. (maximum of 35 points)
- **General Experience of Firm** – overall firm's work in Transportation Systems Management and Operations, including work with/ in TMCs, ATMSs, ITS, and examples of successful strategies previously developed for TSMO. Prior delivery of diversion route signal timing projects within the region. (maximum of 35 points)
- **Accessibility of Firm and Staff** – staff time availability and work capacity designated to project, ability to be responsive to local needs. (maximum of 15 points)

Firms will be evaluated based on satisfaction of scope requirements and deliverables. Remote communication to the Gateway Green Light advanced traffic management system is required.

### **Section IV: Selection Procedures**

A consultant will be selected by St. Charles County and its project partners after analysis of all information provided in the Qualifications. Interviews and presentations may be requested.

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 Qualifications.

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 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 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**