



**CLAY COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)**

RFP NO:	42-21	PURCHASING SPECIALIST II	PATRICK WEST
TITLE:	On-Call Civil Engineering Services	EMAIL:	PWEST@CLAYCOUNTYMO.GOV
ISSUE DATE:	5/4/2021	PHONE NO:	816-407-3630

**PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN:
6/1/2021 AT 2:00 PM CENTRAL TIME.
PROPOSAL RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME.**

SUBMITTAL INSTRUCTIONS: In an effort to support the County's initiative for conservation, it is preferred that the Request for Proposals (RFP) be submitted via www.PublicPurchase.com. Sealed RFPs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP Title** and **Return Due Date** on the lower left hand corner of the envelope or package. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety which includes this cover page. All subsequent pages **MUST** also be initialed and the Terms and Conditions Acknowledgement form **MUST** be signed.

RETURN RFP TO:	US MAIL/DELIVER TO: CLAY COUNTY ATTN: ~ PURCHASING DEPARTMENT 1 COURTHOUSE SQUARE 3rd FLOOR COMMISSION DESK LIBERTY, MISSOURI 64068	COURIER/DELIVER TO: CLAY COUNTY ATTN: ~ PURCHASING DEPARTMENT 16 W. FRANKLIN, SUITE B LIBERTY, MISSOURI 64068
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**AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

**PLANNING & ZONING
234 W. Shrader
LIBERTY, MO 64068**

By signing this RFP cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this RFP shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

SIGNATURE REQUIRED

Company Name		Authorized Representative (Print)		Title
Street Address			Authorized Signature	
City/State/Zip	County	Date	Company Tax ID No.	
Telephone No.	Facsimile No.		E-Mail	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt				
Vendor Tax Filing Type with IRS (Check One)				

1. INTRODUCTION AND GENERAL INFORMATION

This section of the RFP includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

Submittal instructions and determination of award information can be found on our website by clicking the following link <https://www.claycountymo.gov/bids/current>

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed proposals from prospective vendors for On-Call Civil Engineering Services for Planning & Zoning in accordance with the requirements and provisions stated herein.

1.1.2 RFP Document Contents:

- Introduction and General Information
- Scope of Work/Functional Specifications
- Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form

- Exhibit A - Experience and Expertise
- Exhibit B - Project Approach
- Exhibit C - Miscellaneous Information

- Attachment 1 – Sealed RFP Label

1.2 Questions:

1.2.1 Questions relating to the RFP must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing@ClayCountyMo.gov

1.2.2 **All questions and issues should be submitted no later than Friday, May 21, 2021** If not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

1.3 Background Information:

1.3.1 Resolution 2017-20 was awarded February 6, 2017 to Cook, Flat, & Strobel Engineers (CFS Engineers), SK Design Group, Inc., and Wallace Engineering-Structural Consultants. This Resolution has exhausted all possible renewals and will expire February 2022.

1.3.2 The County will provide upon request, any available drawings, reports, or other data pertinent to future services requested.

1.3.3 Although an attempt has been made to provide accurate and up-to-date information. Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

Vendor's Initials: _____

1.4 Estimated Quantities:

- 1.4.1 The County shall not guarantee any minimum or maximum amount of the vendor's services that may be required under the Agreement.
- a. The vendor shall provide products/services on an as needed basis.
 - b. The County shall not guarantee any usage of the contract whatsoever.

1.5 Award Determination

- 1.5.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.
- a. Clay County shall have the right to make awards by items, or as an all or none basis.
 - b. Clay County may make awards to multiple vendors.
 - c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.

2. SCOPE OF WORK

This section of the RFP includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent vendor. The vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the proposal is accepted by Clay County. The vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- 2.1.1 The vendor shall provide On-Call Civil Engineering Services, which meet or exceed the specifications contained in this document.
- 2.1.2 Vendors are advised that at this time, there are not enough assignments in all work categories to guarantee that a work assignment will be issued.
- a) At this time, Planning & Zoning will be the main Department utilizing the final agreement
- 2.1.3 Work assignments will be issued as follows:
- a) Contractor will be contacted for services as required for all work by County
 - b) Prior to commencing any work; the contractor may be required to provide a work order cost estimate
 - c) These estimates shall include the estimated number of hours, hourly rate utilizing the approved rate/fee schedule, number and type of employees required and completion date.
 - d) Contractor shall respond to requests for estimates for non-emergency work within two business (2) days and provide written estimates within five (5) business days of the original request.
 - e) It shall be the Contractor's responsibility to ensure they have all information to prepare accurate estimates.
 - f) The estimate shall be reviewed and approved by County.
 - g) Contractor shall not perform work without prior approval by County.
 - h) Unforeseen or unknown work will be mutually agreed upon by the Contractor and the County, and a written change order will be issued. The Contractor shall submit to the County a written estimate for the extra work using the rate/fee schedule in the Contract pricing.
 - i) Contractor shall not perform more than five hundred (\$500.00) of non-emergency work, for a given job without a written estimate and obtaining approval from the County.
 - j) The County reserves the right to bid any project over the County's bid threshold amount of \$6,000.00 and is determined to be in the best interest of the County.

Vendor's Initials: _____

- k) Hourly charges are to begin when contractor arrives at job site or reports to the County Department Head; whichever is requested by the County.
- l) The contractor shall not commence any work until they have notified the County Department Head of their arrival.
- m) The County shall not be responsible for payment to the contractor for any briefings or meetings held between the County and contractor, as these meetings are to the mutual benefit of both parties.

2.2 STORM WATER ENGINEERING:

- 2.2.1 Work in this category shall consist of engineering services related to larger scale issues of storm water and drainage.
 - a) Services may include, but are not limited to, basin master plans, Firm modifications, watershed retrofit design, habitat restoration planning and design, NPDES permit support, TMDL analysis, storm water facility retrofit design, review of design documents by others, expert witness services, or general assistance to County staff with issues that involve large scale storm water issues.

2.3 SUBDIVISION AND SITE DEVELOPMENT ENGINEERING:

- 2.4.1 Work in this category shall consist of engineering services related to development of subdivision (residential, commercial or other) and other projects that are subject to the site review by the County.
 - a) Services may include, but are not limited to, new facilities or the modification of existing facilities such as upgrading an existing subdivision's roads and drainage to County standards, development or modification of office sites and parking lots as required by the County.
 - b) Service may also include assisting County staff in matters associated with any of the activities described herein.
 - c) Firms providing the services required in this work category shall have on staff, or as sub-consultants, the resources necessary to provide all services related to these work items including, but not limited to, landscape architecture, storm water engineering, structural engineering, utility, architectural, tree mitigation, or other services.

2.5 UTILITY ENGINEERING:

- 2.5.1 Work in this category shall consist of engineering services related to utilities such as water, sewer, natural gas, communications, electric or other similar utilities.
 - a) Services may include, but are not limited to, computer modeling, feasibility studies, service capacity reports, system design, review of design documents by others, expert witness services, or general assistance to County staff in matters related to utilities.

2.6 GEOTECHNICAL SERVICES:

- 2.6.1 Work in this category shall consist of the field sampling, laboratory testing and the engineering evaluation of such information as is available to render opinions and reports related to geotechnical issues by a Registered Professional Engineer as requested.

Vendor's Initials: _____

2.7 ENVIRONMENTAL SUPPORT SERVICES:

- 2.7.1 Work in this category shall consist of the provision technical and scientific testing, analysis or other investigation in support of environmental issues as may be encountered by the County.
- a) Services may include, but not be limited to, water quality monitoring, environmental assessments, remedial action plans, archeological assessments, hazardous materials issues and landfill monitoring.
 - b) These services shall be performed with the oversight of a Registered Professional Engineer.

2.8 SURVEYING:

- 2.8.1 Work in this category shall consist of surveying services performed by surveyors licensed to practice in the Missouri.
- a) Services may consist of, but are not limited to, boundary surveys, construction stakeout, design surveys or record drawing surveys.

2.9 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES:

- 2.9.1 Work in this category shall consist of services associated with projects which are in construction or are nearing a construction phase.
- a) Services may consist of, but are not limited to, inspection, testing, testing coordination, project management in accordance with County procedures and other related services.

2.10 PARKS AND RECREATIONAL FACILITY ENGINEERING:

- 2.10.1 Work in this category shall consist of design services related to Master Plans and design of county parks and/or landscape design projects.
- a) Firms selected for this work category shall have a registered landscape architecture firm as part of the design team.
 - b) Services may include, but are not limited to athletic fields, parking lots, park roads, landscape design, park structures, playground equipment, trails, drainage, and utilities in a park setting.

2.11 Miscellaneous Requested Information:

- 2.11.1 The vendor should respond to the information requested in all sections and all exhibits.

3. RFP OPENING

RFP Responses will be read out loud at 3:00 P.M. on Tuesday June 01, 2021 in the Purchasing Department.

Location subject to change.

All attendees will be required to wear a mask.

Vendor's Initials: _____

4. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located at:

https://www.claycountymo.gov/application/files/1515/9923/0486/CONTRACT_TERMS_AND_CONDITIONS.pdf

All terms and conditions as stated shall be adhered to by vendor upon acceptance of Agreement. Vendors enter into this agreement voluntarily, with full knowledge of its effect.

Vendor Signature

Date

Vendor Name

Vendor's Initials: _____

**EXHIBIT A
Experience and Expertise**

The evaluation of the vendor’s experience and expertise shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

A.1 EXPERIENCE:

A MINIMUM of 7 years experience is required of the successful vendor, in similar services, as described in the scope. Experience and references provided by vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Civil Engineering business? _____

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local government or private companies.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor’s Initials: _____

EXHIBIT A, continued

A.2 EXPERTISE:

PERSONNEL QUALIFICATIONS

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: _____ No. of Years _____

Type of Experience: _____

Complete the following for employees that would be working on this project. List any previous work directly relating to the RFP specifications that have been performed for other public entities, local government or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING/CERTIFICATIONS

MINIMUM QUALIFICATIONS FOR LEAD CONTRACTOR AND SUB-CONTRACTORS:

The following are minimum qualifications for all respondents to be considered:

- a) Bachelor’s degree in civil or environmental engineering or equivalent;
- b) General knowledge of Clay County, Missouri; and
- c) Ability to read and interpret construction drawings.

Lead Contractor:

- a) Contractor established for a minimum of seven (7) years; and
- b) Specific experience pertaining to the scope of services.

Sub- Contractors:

- a) Contractor established for a minimum of seven (7) years;
- b) Specific experience pertaining to the scope of services; and
- c) All sub-contractors proposed for this project should be included in the initial response. The County will evaluate the qualifications of the proposal in its entirety including proposed sub-contractors. In the event the successful lead contractor is unable to utilize the sub-contractor listed in their initial proposal, the lead contractor will require County authorization to utilize an alternative sub-contractor.

Vendor’s Initials: _____

EXHIBIT B
Project Approach

The evaluation of the vendor's proposed method of performance/project approach shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding the proposed method of performance/project approach. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

It is the vendor's responsibility to make sure all services proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the services proposed; however, the evaluator does have sufficient technical/business background to conduct an evaluation when presented complete information.

B.1 PROJECT APPROACH INFORMATION

Project schedule and detailed approach is reasonable/responsive to County's needs.

- Roles of all involved parties clearly identified
- Identify/address critical or unique issues specific to the service(s) and unique approaches used elsewhere
- Proposed communication process

Vendor's Initials: _____

**EXHIBIT C
Miscellaneous Information**

C.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

1) This section is optional; it will not affect proposal award. If the County awarded you the proposed Agreement, would you sell under the prices and terms of this Agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area. (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)

YES: NO: INITIALS: _____

- 2) Sales shall be made in accordance with the prices, terms, and conditions of the RFP and any subsequent term Agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the Agreement unless they are specifically named in the RFP as a joint participating entity.
- 4) All sales to other jurisdiction shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Manager shall be responsible to handle the solicitation and award the Agreement. The Purchasing Manager shall have the sole authority to modify the Agreement and handle disputes regarding the substance of the Agreement.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

C.2 WEBSITE

- 1) Does your company have a website? YES: NO:
- 2) If yes please provide the website address:

C.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor’s organization is currently an elected or appointment official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any Political sub-division thereof:	
If employee of Clay County or Political sub-division thereof, provide name of Clay County entity or political sub-division where employed:	
Percentage of ownership interest in vendor’s organization held by elected or appointed official or employee of Clay County or political sub-division thereof:	

Vendor’s Initials: _____

ATTACHMENT 1
Sealed RFP Label

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

CLAY COUNTY ~ PURCHASING DEPARTMENT
16 W. FRANKLIN, SUITE B
LIBERTY, MO 64068

RFP No.: 42-21 DATE: 6/1/2021

RFPs MUST BE RECEIVED 2:00 pm CENTRAL TIME
DESCRIPTION: ON-CALL CIVIL ENGINEERING SERVICES

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____
City, State Location

Vendor's Initials: _____