

**COUNTY OF BOONE - MISSOURI**



**REQUEST FOR PROPOSAL  
FOR  
FEASIBILITY ANALYSIS FOR RETROFITTING  
STORMWATER TREATMENT STRUCTURES OR  
BEST MANAGEMENT PRACTICES**

**RFP #67-30DEC08  
Release Date: November 25, 2008**

**Pre-Proposal Conference:  
Date and Time: December 11, 2008, 10:30 a.m. C.T.  
Location: Boone County Johnson Building, 601 E. Walnut St.,  
Conference Room 213, Columbia, MO 65201**

**Submittal Deadline:  
December 30, 2008  
not later than 10:30 a.m. Central Time**

**Boone County Purchasing  
601 E. Walnut Street, Room 209  
Columbia, Missouri 65201**

**Tyson Boldan, Buyer  
Phone: (573) 886-4392 Fax: (573) 886-4390  
E-mail: [tboldan@boonecountymo.org](mailto:tboldan@boonecountymo.org)**



## NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

**BID #: 67-16DEC08 – Feasibility Analysis for Retrofitting Stormwater Treatment Structures or Best Management Practices**

A pre-proposal conference is scheduled for Thursday, December 11, 2008 at 10:30 a.m. in the Boone County Johnson Building, 601 E. Walnut Street, Conference Room 213, Columbia, Missouri 65201.

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, December 30, 2008** in the Boone County Purchasing Office, Boone County Johnson Building, Room 209, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: [tboldan@boonecountymmo.org](mailto:tboldan@boonecountymmo.org).

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Tyson Boldan, Buyer  
Boone County Purchasing

Insertion: Thursday, November 27, 2008  
COLUMBIA DAILY TRIBUNE



## 1. INTRUCTIONS AND GENERAL CONDITIONS

**1.1 Delivery of Proposals:** Scaled proposals, subject to Instructions and General Conditions of Bidding and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with the material and/or supplies, equipment or services as detailed in the following proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M., C.T.**, on Tuesday, December 30, 2008 to:

Boone County Purchasing Department  
Tyson Boldan, Buyer  
601 E. Walnut Street, Room 209  
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and shall return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and seven (7) copies of the proposal (total of eight) and one (1) copy on CD. Proposals will be opened publicly, but only names of Offerors will be read aloud. All proposal responses will be considered public information, and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted proposal responses will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal. You may check our web site for addenda at [www.showmeboone.com](http://www.showmeboone.com), then select "Purchasing", then "Current Bid Opportunities".

- g) Where the words “shall” or “must” are used, they signify a required minimum function of system capacity that will heavily impact the Offeror’s final response rating. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder’s final response rating.

**1.2 Ambiguity, Conflict, or Other Errors in the RFP:**

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

**1.3 Rejection of Proposals:** The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

**1.4 Acceptance of Proposals:** The County will accept all proposal responses that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposal responses.



## 2. INTRODUCTION AND GENERAL INFORMATION

### 2.1 Introduction:

- 2.1.1 This document constitutes a request for competitive, sealed proposals for the furnishing of a **feasibility analysis for retrofitting stormwater treatment structures or Best Management Practices (BMPs)**, as set forth herein.
- 2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
  - 2) Introduction and General Information
  - 3) Scope of Services
  - 4) Proposal Submission Information
  - 5) Response Page
  - 6) Debarment Certification
  - 7) Work Authorization Certification

### 2.2. Guideline for Written Questions:

- 2.2.1 All questions regarding this Request for Proposal should be submitted in writing no later than **2:30 p.m., December 10, 2008**. All questions must be mailed, faxed or e-mailed to the attention of Tyson Boldan, Buyer, Boone County Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing, then Current Bid Opportunities). Submit questions to:
- a. Tyson Boldan, Buyer  
Boone County Purchasing  
601 E. Walnut Street, Room 209  
Columbia, Missouri 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390  
E-mail: [tboldan@boonecountymo.org](mailto:tboldan@boonecountymo.org)
- 2.2.2 In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.

### **2.3. Pre-Proposal Conference**

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference is scheduled for Thursday, December 11, 2008, at 10:30 a.m. in the Boone County Johnson Building, 601 E. Walnut Street, Conference Room 213, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

### **2.4. Insurance**

- 2.4.1. Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 2.4.2. Professional Liability - The Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.
- 2.4.3. Worker's Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of work. The minimum amounts of such insurance will be \$100,000.00.
- 2.4.4. Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.



### 3. SCOPE OF SERVICES

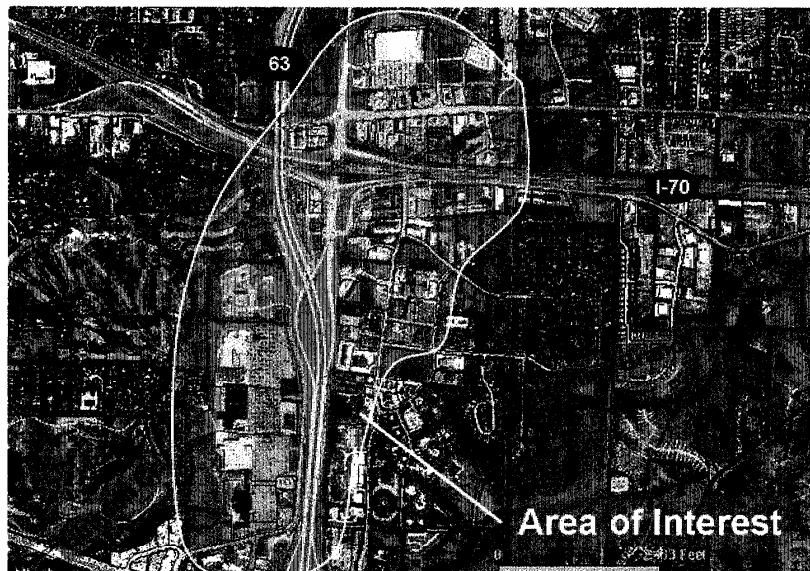
#### 3.1 Scope:

- 3.1.1 Boone County – Missouri intends to contract with a firm(s) to assist in developing a creative stormwater BMP feasibility study and cost benefit analysis that focuses on a specified area of interest, which generally consists of commercial areas near the I-70/ Hwy 63 interchange within the Hinkson Creek watershed. The purpose of the study is to provide a ranked list of BMPs and their locations that will be used to target available cost-share funding for BMP installation.

#### 3.2 Background Information:

- 3.2.1. **Demographic** – Approximately 95,000 people live in the City of Columbia, an area of 60 square miles. The Hinkson watershed drains two thirds of this area. By 2025, the Columbia metro area is expected to increase to approximately 138,000.
- 3.2.2. **Project Background** – Since 1998, the Missouri Department of Natural Resources (MDNR) has listed Hinkson Creek on the 303(d) list of impaired waters. Neither the source of pollution nor the specific pollutants responsible for the impairment have been identified, despite a recent three year study by MDNR. In 2004, the Hinkson Creek Watershed Restoration Project was funded by a four year grant from the Environmental Protection Agency through the MDNR. In addition to education activities directed at the development community and residents, the grant project developed a watershed management plan. This plan, and the (MDNR) authors of the ongoing Hinkson Creek TMDL, has indicated a focus on stormwater runoff as the key to restoring the health of Hinkson Creek. An “area of interest” has been identified in the plan as a place to concentrate efforts to provide cost-share funding to landowners who agree to install BMPs.

The hotspot area is composed of the commercial lots located in the general area of the I-70 and Hwy 63 intersection. The area has been so identified because the beginning of the impaired section of the Hinkson is adjacent to this area, nearby stormwater outfalls have had elevated levels of contaminants, and the area has a high concentration of impervious surface cover.



A stormwater ordinance and a stream buffer ordinance were both recently passed by the City of Columbia in 2007. Neither ordinance is retroactive: only new developments and redevelopments are affected. The stream buffer ordinance requires a setback of varying width, dependent upon the size of the stream. The stormwater ordinance requires a level of service approach be taken on applicable developments: run-off from areas converted to impervious surface is ameliorated by various BMPs that must be installed to detain and treat the stormwater. These ordinances are intended to prevent further degradation of Columbia streams. The focus of this grant is to improve the health of the Hinkson by retrofitting BMPs on parcels not affected by these ordinances, or to fund improved BMPs on parcels that are affected by these ordinances.

For more information on the project background, including the watershed management plan, MDNR water quality study, and Columbia ordinances, visit [www.helpthehinkson.org](http://www.helpthehinkson.org).

- 3.2.3. **Stormwater BMP Feasibility Study and Cost Benefit Analysis** – This analysis will determine the feasibility of retro-fitting properties within the area of interest with stormwater treatment and detention structures or practices based on multiple criteria: 1) the cost of installation 2) cost of maintenance for 15 years 3) the amount of treated impervious surface area provided, 4) the level of treatment provided. The contractor will generate a ranked list of cost-effective treatment structures and/or practices. There is no limitation on the amount of structures that can be recommended, but the contractor must address five (5) areas selected by the Hinkson Creek Watershed Restoration Project (HCWRP) Steering Committee.



The feasibility analysis shall provide the specific location for each possible retrofit. The following information should accompany each proposed retrofit structure:

- Space required for retrofit structure.
- Space required for retrofit structure not in turf/shrubs or other easily modified cover type.
- Area treated by retrofit structure, and breakdown of land use within that area.
- Contaminants expected in run-off entering the structure.
- Expected load reduction of contaminants exiting the structure.
- Detention provided by the structure, including discharge rates, duration of discharge for the ½" and 1" 24hr storm events.
- Approximate cost of installation and maintenance for 15 years.
- Discussion of appropriateness of BMP for future land uses, caveats in its implementation.

3.2.4. **Current Systems** –Boone County retains the ownership of all data, maps and related information developed for this project.

3.2.5. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflect all relationships or existing conditions related to this Request for Proposal.

### 3.3 Minimum Requirements

3.3.1 **Deliverables**- The contractor must devise a system for determining the feasibility of the BMP structures, and provide this methodology to county staff. This methodology, and the detailed descriptions of the BMP retrofits, shall be delivered to the County in Microsoft Office compatible documents, preferably Word format.

Final digital mapping products shall be in topologically structured shapefiles data sets as developed by Environmental Systems Research Institute, Inc. (ESRI). This format shall store points, lines and polygons on the Missouri State Plane Coordinate System, NAD 83, Zone 4426.

3.3.2 **Coordination**- The contractor shall work with the HCWRP Steering Committee in the development of the feasibility analysis in a stepped process. The contractor will meet with the Committee initially for input into the feasibility analysis, and again to submit the draft list of proposed BMP retrofits. The Committee will give input to the contractor regarding the methodology, and selected sites, and the contractor will proceed in generating the final product.

### 3.4 Contractor Requirements -

- Develop and document procedures to meet specifications as contracted.

- Consult with County to resolve all discrepancies and ambiguities prior to proceeding with work on the project.
- Provide all labor, materials, equipment, tools, etc. to perform the work.
- Deliver the products and services specified.



#### 4. PROPOSAL SUBMISSION INFORMATION

##### 4.1. RESPONSE TO PROPOSAL

###### 4.1.1. *Submission of Proposals:*

4.1.1.1. When submitting a proposal, the Offeror should include the **original and seven (7) additional copies and one (1) copy on CD.**

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Tyson Boldan, Buyer  
601 E. Walnut Street, Room 209  
Columbia, MO 65201

b. The proposals must be delivered no later than 10:30 a.m. on December 30, 2008. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein. Each distinctive section should be titled with paragraph number and all material related to that category should be included therein.

a. The Proposal must address all mandatory and desired services, materials, etc. Responses should fully describe how the service will be performed and what hardware/software (if any) is required.

b. Boone County and the Missouri Department of Natural Resources encourage proposals that also address the under-representation of minorities and their concerns for water quality issues.

c. **Response Page-** The signed response page from the original RFP and all signed addenda should be placed at the beginning of the proposal

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

**4.2. Evaluation and Award Process:**

4.2.1. The County has selected an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

a. **Method of Performance** - Description of how Offeror proposes to work with the County to complete the scope of services and tasks outlined within proposal. Ability of the proposed methodology to meet all the requirements and specifications detailed in proposal. Include a proposed **timeline** for the completion of the feasibility analysis.

b. **Experience/Expertise of Contractor** - Name and description of firm/individual, including information on the related expertise and experience to successfully complete the work. **Personnel**- Identification of personnel that would be assigned to the project, including their qualifications and time available for project.

c. **Cost** - Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Offeror is to provide a fully detailed budget including estimated staff time, costs for travel, supplies, equipment, and any additional contractual services.

**4.2.2. Submittal Information:**

4.2.2.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.2.2.2. The Offeror should provide the following reference information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP

- a. Include a cover letter identifying the Offeror. Name, address, e-mail and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background and experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
- c. The Offeror shall have previous experience and completed three similar-type studies, preferably for county governments. Name other county governments, agencies, or municipalities for which you have provided similar service in the last five (5) years and provide a current contact name, e-mail address and phone number for each account. Include a minimum of three references.

4.2.2.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.2.2.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to analyze the area of interest for retrofitting stormwater BMPs. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

**4.3. Evaluation of Proposals (Procedure):**

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should exercise particular care in reviewing the Proposal Format required for this RFP.
- b) The evaluation committee may then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.

- c) At this point, the County may request presentations by Offerors, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed Offerors.

**Competitive Negotiation of Proposals:** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- Negotiations may be conducted in person, in writing, or by telephone.
  - Negotiations will only be conducted with potentially acceptable proposal(s). The County reserves the right to limit negotiations to those proposal(s), which received the highest rankings during the initial evaluation phase.
  - Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
  - The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.
- d) The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects.
- e) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- f) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- g) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

**4.4. Rejection / Withdrawal of Proposal Response:**

Withdrawal of Proposals - Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

Rejection of Proposals - The County reserves the right, at its discretion, to reject any or all proposal responses or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with Offeror's and to accept the proposal deemed to be in the best interest of the County.

**4.5. Validity of Proposal Response:**

Offerors agree that proposal response will remain firm for a period of 120 calendar days after the date specified for the return of proposals.

**4.6. Award:**

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding.



5. **Response Page**

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Contract will be a lump sum contract and the Offeror shall provide a firm, fixed price. All costs associated with the required services/equipment shall be included in the prices. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

Note: This form must be signed. All signatures must be original and not photocopies.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5.1. **Cost**

**5.1.1. Please Attach Cost of Services to this Page and Place at the Beginning of your Proposal Response:** List a fee proposal including estimates of professional fees, the basis for the proposed fees, and identification and estimate of reimbursable expenses and other costs associated with proposed services. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the respondent to satisfy the purpose of this Request for Proposal.

**5.1.2. Please Include a Not to Exceed Amount for all Services to be Rendered for the project described herein.**



**6.1.3. Provide a contact person** who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

**Name:**

**Organization:**

**Address:**

**E-mail:**

**Phone Number:**

**Fax:**



*"No Bid" Response Form*

**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201

Tyson Boldan, Buyer  
(573) 886-4391 – Fax: (573) 886-4390

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**"NO BID RESPONSE FORM"**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID**

If you do not wish to respond to this proposal request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

**Bid: 67-16DEC08 – Feasibility Analysis for Retrofitting Stormwater Treatment Structures or Best Management Practices**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for Not Bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Please complete and return with Proposal Response)**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549**

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

[http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm)

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling. The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

