



## **PURCHASING DEPARTMENT**

415 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106

816-881-3267  
Fax 816-881-3268

Request for Qualifications No. 47-16  
ISSUED: June 27, 2016  
PAGE 1 OF 23

Jackson County, Missouri is seeking Proposals from qualified Respondents for **Professional Survey Services for Rock Island Rail Corridor** to the Jackson County, Missouri Department of Public Works.

Enclose your proposal in a sealed opaque envelope with the above Request for Qualifications number written on the face of the envelope and deliver it to the **Office of the Jackson County Purchasing Department, Room G-1, Ground Floor, Jackson County Courthouse, 415 East 12th Street, Kansas City, Missouri 64106** no later than **2:00pm CDT on July 12, 2016**, otherwise your Proposal will be **REJECTED**. There will be a public opening of proposals at 2:05pm CDT on July 12, 2016 in the Dutch Newman Conference Room, Second Floor of the Jackson County Courthouse at the above address.

Disabled Persons wishing to participate in the Request for Qualifications Opening and who require a reasonable accommodation may call Jackson County Purchasing Department at 881-3267 or 1-800-735-2466 (Missouri Relay). Forty-eight (48) hour notice is required.

Point of Contact for this Request for Qualifications is Jessica Johnson. All questions must be emailed to [jmjohnson@jacksongov.org](mailto:jmjohnson@jacksongov.org) as detailed under General Conditions, Item 5 on Page 10 of this Request for Qualifications.

By submitting a Proposal, you offer to enter into a Contract with the County, and your offer is not revocable for Ninety (90) Days following the Response Deadline indicated above.


Jackson County, Missouri reserves the right to: (1) waive any defect in the offer of any Respondent; and (2) to reject any or all offers.

Your returned Proposal shall be an original **plus five copies** as detailed in Section 5.0 Proposal Format, Pages 13 and 14 of this Request for Qualifications.

If you have a current (issued within in the last 12 months and Mandatory Annual Report turned in) Certificate of Compliance from **Jackson County, Missouri**, a copy of that certificate may be included in your proposal instead of the Compliance Report Form on Pages 3 and 4 of this Request for Qualifications.

Jackson County, Missouri reserves the right to request corrections, clarifications, and/or additional information pertaining to Respondent's proposal. Such information must be received in the Office of the Director of Finance and Purchasing within forty-eight (48) hours immediately following notification to the Respondent or the Respondent's proposal will be deemed NON-RESPONSIVE.

**PLEASE NOTE:** The Successful Respondent will have to provide a Certificate of Insurance as outlined in Exhibit A, Page 17 of this Request for Qualifications.

  
\_\_\_\_\_  
Q. TROY THOMAS  
Director of Finance and Purchasing

**AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_ of the City of \_\_\_\_\_  
County of \_\_\_\_\_ State of \_\_\_\_\_ being duly sworn on her or his oath, deposes and says;

1. That I am the \_\_\_\_\_(Title of Affiant) of \_\_\_\_\_(Name of Respondent) and have been authorized by said Respondent to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.

2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Respondent is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of respondent).

3. If Respondent were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.

4. Either Respondent is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Respondent did not have on December 31, 2015 any property subject to taxation by the County and if respondent is duly listed and assessed on the tax rolls of Jackson County, Missouri, respondent agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.

5. Respondent has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.

6. Respondent certifies and warrants that Respondent or Respondent's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties; or the State of Missouri and City of Kansas City, Missouri Debarment List.

7. Respondent certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

8. Respondent certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

\_\_\_\_\_ (Name of Respondent)

By: \_\_\_\_\_ (Signature of Affiant)

\_\_\_\_\_ (Title of Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the County of \_\_\_\_\_ (SEAL)

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**JACKSON COUNTY, MISSOURI  
COMPLIANCE REVIEW FORM**

**Report Date:** \_\_\_\_\_ (All reports expire annually on December 31<sup>st</sup>)

**DIRECTIONS FOR COMPLETION:**

Please fill out form completely. If a question refers to "past report" and this is your first one, place "1<sup>st</sup> Report" in the blank. If a question addresses an area which does not apply to your company, such as (subcontractors), place "N/A" in the blank. Please be sure this and subsequent reports are SIGNED AND DATED. If you have any questions, please call our office at (816) 881-3467.

Mail/Fax or Email reports to:  
Tom Wyrsh  
Contract Compliance Review Director  
415 East 12<sup>th</sup> Street - 2<sup>nd</sup> Floor  
Kansas City, Missouri 64106  
EMAIL: [cro@jacksongov.org](mailto:cro@jacksongov.org)  
FAX: (816) 881-1223

**1. COMPANY DESCRIPTION:**

Name of Company \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website Address: \_\_\_\_\_  
Area Code \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Representative Name \_\_\_\_\_

**2. COMPANY STATISTICS:**

- A. Total number of Employees \_\_\_\_\_  
B. Total Number of Employees who are:  
1. Women \_\_\_\_\_ 4. Asian \_\_\_\_\_  
2. Hispanic \_\_\_\_\_ 5. American Indian \_\_\_\_\_  
3. Black \_\_\_\_\_ 6. Other \_\_\_\_\_

**YES NO N/A**

3. Has your company advertised for applicants since your report? \_\_\_\_\_  
If so, please attach a list of publications in which ads appeared, the dates of advertising, and copies of such advertisement

4. Has there been an effort since your last report to further orientate supervisors and key personnel to the spirit and intent of the program? \_\_\_\_\_  
**If so, please attach a detailed report of such efforts**

5. Have there been any adjustments in your job prerequisites or your recruiting and intake procedures?  
If so, please attach a narrative of such efforts. \_\_\_\_\_

**YES NO N/A**

6. Has any effort been made since your last report in disseminating your policy to all your employees or in encouraging them to refer Minority or Female applicants?  
 If so, please attach a narrative of such efforts. \_\_\_\_\_
7. Are you attaching any other comments or concerns which you would like to have reviewed as part of determining compliance with your programs? \_\_\_\_\_

List all minority contractors/suppliers (Minority Owned Business Enterprises MBE or Women Owned Business Enterprises WBE) with which you have contracted during this reporting period.

NAME OF COMPANY \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 REPRESENTATIVE NAME \_\_\_\_\_  
 TELEPHONE NUMBER \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_  
 WEBSITE ADDRESS \_\_\_\_\_

PRODUCTS, SERVICE, AREA OF SCOPE OF WORK:

DURATION OF CONTRACT \_\_\_\_\_  
 AMOUNT OF CONTRACT \_\_\_\_\_  
 JACKSON COUNTY CONTRACT:    \_\_\_ YES    \_\_\_ NO

REPEAT THE ABOVE INFORMATION ON A SEPARATE SHEET FOR ADDITIONAL MBE/WBE FIRMS WITH WHOM YOU HAVE CONTRACTED.

Figures of Employment Analysis section of this report was obtained from:

	YES	NO
1. Available employment	_____	_____
2. Visual check	_____	_____
3. Other (specify) _____	_____	_____

This Compliance Review Form was prepared and submitted by:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name and Title

\_\_\_\_\_  
 Date

**I certify that all answers and information herein contained are true to the best of my knowledge, and I understand that any mis-statement of fact may subject this company to non-compliance procedures.**

**STATEMENT OF NO BID**

TO: Jackson County Purchasing Department  
Jackson County Courthouse  
415 East 12th Street, Room G1  
Kansas City, MO 64106

We, the undersigned, have declined to submit a proposal in response to the above Request for Qualifications for the following reasons(s):

- Scope of Services too "tight", i.e., geared toward one brand or supplier.
- Insufficient time to respond to the proposal.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- We are unable to meet Scope of Service requirements.
- We are unable to meet bond requirements.
- Scope of Services is not clear (explain).
- We are unable to meet insurance requirements.
- Remove us from your list for this commodity or service.
- Other (explain). \_\_\_\_\_

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned acknowledges receipt of Addenda through and including numbers \_\_\_\_\_ and that this Proposal is submitted in accordance with information, instructions, and stipulations set forth therein.

\_\_\_\_\_  
Signature of Respondent

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and Zip

\_\_\_\_\_  
Phone

## GENERAL CONDITIONS

The General Conditions which follow apply to and are a part of this Request for Qualifications unless otherwise specified herein. Subject to State and County laws and all rules, regulations and limitations imposed by legislation of the Federal Government, responses on all advertisements, and invitations issued by the Jackson County Purchasing Department will bind Respondents to applicable conditions and requirements herein set forth unless otherwise specified in the Request for Qualifications. Respondents or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and scope of services before submitting proposals; failure to do so will be at the Respondent's own risk and he cannot secure relief on the plea of error.

1. **Withdrawal of Proposals:** A written request for the withdrawal of a proposal or any part thereof may be granted if the request is received in the Office of the Director of Finance and Purchasing prior to the response deadline.

2. **Completeness:** All information required by the Request for Qualifications must be supplied to constitute a proper proposal. Respondents shall not alter the Request for Qualifications documents except upon instruction by receipt of addendum. Respondents shall furnish information required by the Request for Qualifications in the form requested. The County reserves the right to reject proposals with incomplete information or which are presented in a form other than that requested in this Request for Qualifications. Proposals must be submitted in a hard copy form. Proposals submitted electronically, on computer diskettes, or by FAX will not be considered by the County.

3. **Proposals Binding For 90 Days:** Unless otherwise specified all proposals submitted shall be binding for ninety (90) calendar days following the response deadline, unless the Respondent(s), upon request of the Director of Finance and Purchasing, agrees to an extension.

4. **Exceptions:** Conditional or qualified proposals are subject to rejection in whole or in part. All exceptions to the scope of services for this Request for Qualifications must be made in writing and attached as Exhibit F to the proposal when it is submitted by the Respondent. The County will consider **minor** exceptions to its requirements. A minor exception is one which is a matter of form, not substance. The minor exception is considered immaterial and inconsequential when its significance to price, quantity, quality, or delivery is trivial or negligible when contrasted with total scope of the Request for Qualifications (ex: comparable manufacturer or alternate proposals where allowed by the Request for Qualifications). The County will not consider exceptions to its General Conditions, Forms or Insurance Requirements. The County reserves the right in its sole discretion to accept or reject any exceptions included in Exhibit F. Exceptions made in any other manner or form whether by omission or by inclusion in any other manner other than as specifically entered and described in full on Exhibit F shall not be made a part of the resulting contract. Exceptions which are made by the Respondent and entered on Exhibit F and determined to be acceptable to the County shall be made a part of the resulting contract by inclusion as a provision of a mutually executed Amendment to the contract. Exceptions which are not made a part of said Amendment shall not be included in the contract nor be binding upon the County and the scope of services for the Request for Qualifications shall prevail.

5. **Questions Regarding Scope of Services:** Any information relative to interpretation of scope of services shall be requested of the Purchasing Supervisor, in writing, in ample time before the response deadline. All questions must be received in the Office of the Purchasing Department by **July 5, 2016**. Any interpretation made to prospective respondents will be expressed in the form of an addendum to the Request for Qualifications which, if issued, will be posted no later than three (3) business days before the response deadline. Addendums to the Request for Qualifications will be posted on the county's website @ [www.jacksongov.org](http://www.jacksongov.org). Oral answers will not be binding on the County. Each respondent shall ascertain prior to submitting his proposal that he has received all Addenda issued, and shall acknowledge the receipt of such on the form provided herein. Failure to adhere to this policy may cause your bid to be REJECTED.

6. The County reserves the right to split the award of the contract, reject any or parts of proposals, to waive technical defects in proposals, consider administrative costs and to select the proposals(s) deemed most advantageous to the County. The County shall consider proposals submitted on an "all or nothing" basis only if the proposal is clearly designated as such by the Respondent, affixing the words "ALL OR NOTHING" on the quotation portion of the Request for Qualifications.

7. **Applicable State Law:** The contract shall be construed according to the laws of the State of Missouri. The Contractor must be registered and maintain good standing with the Secretary of State, of the State of Missouri and other regulatory agencies as may be required by law or regulation.

8. **Communications and Notices:** Any notice to the Contractor shall be deemed sufficient when deposited in the United States Mail postage prepaid; faxed; e-mailed; delivered to a telegraph office fee prepaid; or hand-carried and presented to an authorized employee of the Contractor at the Contractor's address as listed on the signature page of the contract or at such address as the contractor may have requested in writing.

9. Bankruptcy or Insolvency: Upon filing for any bankruptcy or insolvency proceedings by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor must notify Jackson County's Director of Finance and Purchasing immediately in writing. Upon learning of the actions herein identified, Jackson County reserves the right at its sole discretion to either affirm the contract, or cancel the contract and hold the Contractor responsible for damages.

10. Patents: Contractor agrees to defend, indemnify, protect, and save harmless, Jackson County, Missouri, against all claims for royalties for patents or suit for infringement thereon which may be involved in the manufacture or use of the materials or items to be furnished.

11. By virtue of statutory authority, the Director of Finance and Purchasing shall give preference to all commodities manufactured, mined, produced or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals, when quality is equal or better and delivered price is same or less.

12. Material Standards: All material or equipment furnished shall meet the minimum requirements of the Occupational Safety & Health Standard (OSHA) published in the Federal Register.

13. Tax Clearance Required: No person, firm or corporation, resident in Jackson County, or otherwise legally within the taxing jurisdiction of the County, shall be eligible to provide any goods, contractual services or anything covered by the County Purchasing Ordinance, unless said person, firm or corporation is duly listed and assessed on the County tax rolls, and is in no way delinquent on any taxes payable to the County. Further, no person, firm or corporation, regardless of state of residency, shall be eligible to provide any goods, contractual services, or anything covered by this chapter, of a cost in excess of \$150,000 per annum, if that person, firm or corporation is in any way delinquent on any taxes payable to any local government entity with which Jackson County has entered into an "Intergovernmental Agreement for Tax Verification Information".

Where any individual, firm or corporation is a resident of Jackson County, or it otherwise appears that such firm is legally within the taxing jurisdiction of the County, and has made an offer, bid, or quotation for any County purchase, or has submitted an application to be given an opportunity to make quotations for County purchases, the Director of Finance and Purchasing shall cause a search to be made of the County tax rolls, and, if applicable, an inquiry to be made of the appropriate personnel of any other local government entity with which Jackson County has entered into an "Intergovernmental Agreement for Tax Verification Information", to determine the eligibility of that person, firm or corporation under this section.

When the lowest/highest responsible bidder for a given Purchase Order or Contract is ineligible under this section, the Director of Finance and Purchasing may, where time is not of the essence to the County, notify the bidder and allow three (3) days for the bidder to correct the deficiency or pay up any delinquency involved. If the bidder fails, after such notice, to comply within three (3) days, or if the Director of Finance and Purchasing deems to be of the essence, he shall proceed as though the next lowest/highest responsible bidder who is eligible under this section had entered the lowest/highest bid.

14. The County is not responsible for articles or services furnished without a Purchase Order.

15. Inspection and Acceptance: Inspection and acceptance will be at destination. Prior to the time of delivery and acceptance by the County, or after any rejection, risk or loss shall be the responsibility of the Contractor unless loss results from negligence of the County.

16. Equal Opportunity: The Contractor shall maintain policies of employment as follows:

a) The Contractor and the Contractor's Subcontractor(s) shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, disability, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

b) The Contractor and the Contractor's Subcontractor(s) shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race religion, color, sex or national origin.

17. Foreign Corporations: Firms submitting proposals as corporations which are not incorporated in the State of Missouri must include with their proposal a properly executed **Certificate of Registration for Foreign Corporation** authorizing the firm to do business in the State of Missouri.



18. Errors in Proposals: Respondent shall be bound by its proposal even though the proposal is based on an erroneous calculation, and Respondent shall have no right to withdraw its proposal after the Response Deadline on the basis of an error in calculation of its proposal. Carelessness in quoting prices, or in preparation of proposal, will not relieve the Respondent in case of errors. Erasures or changes in proposals must be initialed.

19. Omission in Proposals: Omission in the proposal of any provision herein prescribed shall not be construed as to relieve the contractor of any responsibility or obligation requisite to the complete and satisfactory operation of any and all equipment and services. Any exception to the provision of the Request for Qualifications must be in writing and not by omission.

20. No lowest/highest Respondent shall receive a business expectancy merely because his proposal is the lowest/highest one received; until the contract has been awarded, no business expectancy exists.

21. Conflict of Interest: Respondent warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this contract.

No official or employee of Jackson County or its governing body and no public official in Jackson County who exercises any functions or responsibilities in the review or approval of the undertaking of carrying out of the project covered by this contract shall voluntarily acquire any personal interest, directly or indirectly, in this contract.

The Contractor covenants that he/she presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of this services hereunder. The Contractor further covenants that no person having such known interest shall be employed or conveyed an interest, directly or indirectly, in this contract.

22. It shall be the responsibility of all Respondents to warrant that all goods, services, and/or work to be procured and/or performed under this contract shall conform to and/or be performed in compliance with all applicable Federal, State, and Local Statutes, Ordinances and Codes including but not limited to the American with Disabilities Act of 1990. Failure to comply in any manner with applicable Statues, Ordinances or Codes shall result in said Contractor replacing the goods, services and/or work performed in order to effect compliance or in liquidated damages in the amount required to effect compliance with said Statutes, Ordinances and Codes together with any costs associated with collection of said damages.

23. Respondent certifies that all goods to be supplied to the County as a result of contracts awarded under this Request for Qualifications were produced in compliance with all applicable requirements of section 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under section 14 thereof.

24. Fund Allocation: Continuance of any resulting contract or issuance of purchase orders after December 31 of the current calendar year is contingent upon the allocation of County funds for the next proceeding calendar year.

25. Qualifications of Respondents: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the respondent to perform the work and the respondent shall furnish to the County all such information and data for this purpose, as may be requested. The County reserves the right to inspect respondent's physical plant prior to award to satisfy questions regarding the respondent's capabilities. The County further reserves the right to reject any proposal if the evidence submitted by or investigations of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

26. Except for the furnishing and transportation of materials, the Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of any portion of this contract to any individual, firm, or corporation without written consent of Jackson County. This consent of the County will not be given unless, and until the Contractor has submitted satisfactorily evidence that the proposed subcontractor is qualified to execute the work and has an Affirmative Action Plan acceptable to the County, together with a complete copy of the subcontract if so requested by the County. The subcontract shall bind the subcontractor to comply with all requirements of this contract including but not limited to wage rates, equal employment opportunity regulations, submittal of payrolls, etc. Assignment of the entire contract may be made only upon written consent of the County.

**27. Minority and Women Business Enterprise Utilization:** Contractor shall comply with all requirements of Chapter 6, Jackson County Code, a copy of which can be viewed on the County's website at [http://www.jacksongov.org/filestorage/3273/3289/Chapter\\_06\\_Affirmative\\_Action\\_02\\_10\\_15.pdf](http://www.jacksongov.org/filestorage/3273/3289/Chapter_06_Affirmative_Action_02_10_15.pdf) and by reference, incorporated herein for the construction under a County bid or for the purchase of County goods and services. Contractor shall ensure that it and its subcontractors collectively meet both the MBE and WBE goals established by the County, or show good faith effort as to why those goals could not be met, and comply with all reporting requirements. The Contractor, as a condition of this contract, is responsible for assuring submission of the Contractor Utilization Plan and other documentation regarding utilization of MBE and WBE Subcontractors, and good faith efforts when requested by the County.

28. As a condition for the award of any contract or grant in excess of five thousand dollars by the County to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Any entity contracting with the state or any political subdivision of the state shall only be required to provide the affidavits required in this subsection to the state and any political subdivision of the state with which it contracts, on an annual basis.

29. This contract shall be construed according to the laws of the State of Missouri, including Missouri Revised Statute Chapter 610.111.1, which requires that all records of Jackson County, Missouri will be open to the public, unless subject to statutory exception, as Jackson County, Missouri is a public governmental body. Pursuant to Missouri Revised Statute Chapter 610.021(12), sealed bids and related documents, once the bid documents have been opened, along with any related documents, are considered public records subject to disclosure upon request. Missouri Revised Statute Chapter 610.021(12) also requires, upon request, disclosure of any negotiated contract and documents related to such contract once the contract has been executed or until all bids have been rejected.

30. Discussions and Negotiations: The County, in its sole discretion, may do any or all of the following:

- a) evaluate proposals and award a contract with or without discussions or negotiations with any or all Respondents;
- b) discuss and negotiate anything and everything with any Respondent or Respondents at any time;
- c) request additional information from any Respondent;
- d) request a Respondent or Respondents to submit a new Proposal;
- e) request one or more best and final offers from any or all Respondents;
- f) accept any Proposal in whole or part;
- g) require a Respondent to make modifications to their initial Proposal;
- h) make a partial award to any or all Respondents;
- i) make multiple awards to any or all Respondents;

## 1.0 INTRODUCTION

- 1.1 Jackson County, Missouri is seeking proposals from qualified Respondents to provide Professional Survey Services for Rock Island Rail Corridor to the Jackson County, Missouri Department of Public Works.
- 1.2 The Purpose of this Request for Qualification is to establish a contract for Professional Survey Services including, but not limited to: Boundary Survey and Topographical Survey.
- 1.3 The County (for the purposes of this Request for Qualifications “County” includes the Rock Island Rail Corridor Authority – RIRCA) is the lead agency on this project.

## 2.0 AWARD REQUIREMENTS

- 2.1 The Successful Respondent **MUST** be prepared to start work immediately upon contract approval.
- 2.2 State of Missouri Licenses: The Successful Respondent shall be licensed in the State of Missouri or provide a commitment that it will become licensed in Missouri within thirty (30) calendar days after receiving award notification.
- 2.3 Financially Capable: The Successful Respondent must be financially capable and solvent in fulfilling the requirements on the proposed contract.
- 2.4 Certificate of Insurance: The Successful Respondent will be required to submit to the Purchasing Department a Certificate of Insurance meeting or exceeding the provisions of Exhibit A included herein within ten business days after receiving award notification. The Certificate of Insurance must be received by the County Purchasing Department prior to the commencement of any work under this Request for Qualifications.
- 2.5 Other Licenses: The Successful Respondent must provide upon written request evidence of current required Federal, State and Local Occupational Licenses.
- 2.6 W-9 Form: The Successful Respondent must provide a completed IRS W-9 Form for this Contract.

## 3.0 PROPOSED SCHEDULE

- 3.1 The Successful Respondent **MUST** be prepared to start work immediately upon Contract approval; timely start to contract is essential for grant compliance.
- 3.2 The Successful Respondent must be prepared to hold the “Kick-Off Meeting” with the County Staff and other Stakeholders to introduce the Project Team and discuss Project Goals within seven (7) days following Notification to Proceed.
- 3.3 Project Schedule:

Request for Qualifications issued	June 27, 2016
Deadline for Questions	July 5, 2016
Request for Qualifications Response Deadline	July 12, 2016
Successful Respondent Notification	July 14, 2016
County Approval of Contract	July 19, 2016

Notice to Proceed Issued  
Submittal of Survey Documents

July 20, 2016  
November 1, 2016

#### **4.0 SCOPE OF SERVICES**

**4.1** The Successful Respondent shall be equipped, competent and able to undertake all types of legal, design and construction surveys and related services specific to Rock Island Rail Corridor including, but not limited to:

##### **4.1.1 Boundary Survey**

**4.1.1.1** The Successful Respondent shall be familiar with the Corridor in its entirety. Successful Respondent shall be responsible for attaining the necessary documentation to complete the legal description of the property boundary.

**4.1.1.2** Jackson County shall provide the Successful Respondent with as much platting, warranty deeds and recorded boundary as possible. In addition to County legal description documents, the County will provide the Successful Respondent with documentation and work produced from all previously completed survey efforts on the Corridor. These efforts include encroachment studies and a centerline survey of the Rock Island Railroad right of way.

**4.1.1.3** The Successful Respondent shall utilize Missouri State Plane West coordinate system field verifications in order to locate property corners provided in the platting, deed and recorded boundary documentation.

**4.1.1.4** Boundary calculations shall be produced from the results above.

**4.1.1.5** Upon establishment of horizontal control and the location of known boundaries, Successful Respondent shall place monuments at all boundary corners.

**4.1.1.6** Both a Legal Description of the Corridor and a Metes and Bounds Description shall be produced and sealed by a licensed Professional Land Surveyor.

**4.1.1.7** In addition to the Boundary Description, Successful Respondent shall identify and document encroachments along the Corridor.

**4.1.1.7.1** An encroachment to the Corridor would be defined as manmade structures or personal property.

##### **4.1.2 Topographical Survey**

**4.1.2.1** The Successful Respondent shall produce a Topographical Survey of the 17.7 mile Corridor. The intent should be to provide the County with accurate and thorough horizontal and vertical information by which to prepare for future engineering and design related activities.

**4.1.2.2** Missouri State Plane West Zone coordinate system shall be used for the horizontal control and NAVD 88 shall be used for the vertical control.

- 4.1.2.3** Adequate vertical information must be attained to produce 1 foot contours.
- 4.1.2.4** The Topographical Survey shall include all features and break lines encountered including but not limited to, shoulder and toe of slopes, ditches, aggregate sections, rail features such as railroad ties and top of rail, utility details and locations, culvert locations with inlet and outlet information, edge of pavements, edge of tree lines, fences, bridge structures and buildings.
- 4.1.2.5** It is the responsibility of the Successful Respondent to provide coordination with the necessary resources, such as Missouri One-Call, to assist with the definition of the above items.

**4.1.3 Deliverables for Boundary and Topographical Surveys**

- 4.1.3.1** The Successful Respondent shall provide the County with all survey documentation that has undergone a thorough QA/QC process. The deliverables shall include, but not limited to, signed and sealed illustrative exhibits of the corridor survey in 11" x 17" sheet and digital formats, legal descriptions sealed by a licensed Professional Land Surveyor, survey data points and features provided in 3D CAD files and any field related documentation.
- 4.1.3.2** The Successful Respondent shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of the Successful Respondent without additional compensation.
- 4.1.3.3** All final drawings, plan, specifications and/or other documents submitted to the County shall:
  - 4.1.3.3.1** Bear the Project Name, County Project Number, Date of Submittal and the Name and Seal of the Missouri Registered Land Surveyor responsible for the work; and
  - 4.1.3.3.2** Become the property of the Jackson County, Missouri Department of Public Works.

**5.0 PROPOSAL FORMAT**

- 5.1** Respondent's proposal shall be **an original plus five (5) copies.**
- 5.2** All proposals and copies shall be double sided and minimize the use of binders and plastic covers. Binder clips are the preferred way to separate copies.
- 5.3** Proposals and copies shall be in an opaque envelope or box with this Request for Qualifications Name and Number and the Respondent's Name and Address on the front.
- 5.4** Request for Qualifications Response Deadline and Delivery Instructions are on Page one (1) of this Request for Qualifications.

- 5.5 Expenses and cost incurred in the preparation of proposals in response to this Request for Qualifications are the sole responsibility of the Respondent and shall not be reimbursed by Jackson County, Missouri.
- 5.6 To facilitate the evaluation of proposals, proposals and copies shall be organized in the following manner:
  - 5.6.1 **Cover Letter**, to include the following information:
    - 5.6.1.1 Respondent Name
    - 5.6.1.2 Address
    - 5.6.1.3 Phone Number
    - 5.6.1.4 Contact Person's Name
    - 5.6.1.5 Contact Person's Title
    - 5.6.1.6 Contact Person's Phone Number
    - 5.6.1.7 Contact Person's Email Address
  - 5.6.2 **All forms** contained in this Request for Qualifications, filled out, signed and notarized where necessary.
  - 5.6.3 **The remainder of the Request for Qualifications package** as follows:
    - 5.6.3.1 Description of Respondent offering Survey Services: Provide information on the Respondent's experience, education and skills necessary to perform the required work. Indicate specific credentials that make the Respondent well suited to meet the requirements of this Request for Qualifications.
    - 5.6.3.2 Proposed Method and Approach: Provide a detailed narrative outlining Respondent's proposed method and approach for completing the requested Survey Services on the Rock Island Rail Corridor.
    - 5.6.3.3 Similar Engagements with Other Government Agencies or Commissions: Provide a description of the Respondent's experience with other clients on projects similar to the work requested in this Request for Qualifications.
    - 5.6.3.4 References for Similar Projects: Provide three (3) references of clients (name, address, phone number and email address) where similar services to those requested herein were performed.
    - 5.6.3.5 Proposed Minority-Owned/Women-Owned Business Enterprise (MBE/WBE) Participation: Respondent shall indicate the proposed scope and extent of a Minority-Owned/Women-Owned Business Enterprise. Information available in Contractor's Utilization Plan, Pages 19-23.

## 6.0 EVALUATION PROCESS AND CRITERIA

- 6.1 An Evaluation Committee made up of Jackson County personnel will evaluate all proposals and make a recommendation. Jackson County shall be the sole judge of the proposals submitted for this Request for Qualifications and its decision shall be final.
- 6.2 The Evaluation Committee will consider various factors when evaluating the response to this Request for Qualifications, including, but not limited to:

Responsiveness to Request for Qualifications	5%
Respondent's Qualifications and Experience	40%
Respondent's Knowledge and Understanding of Railroad Corridors	25%
References	30%

- 6.3** The County will consider MBE/WBE ownership and/or participation as a component of the "Qualifications and Experience" Evaluation Criteria.
- 6.4** Any evaluation criteria or weighting of criteria is used by the County as a tool to assist the County in selecting the best proposal for the County. Evaluation scores or ranks alone do not create a right or expectation to a Contract/Agreement with the County. Ultimately, the County may choose to contract with any Respondent, regardless of rank or score.
- 6.5** Upon selection of a proposal based upon qualifications, the County will request pricing schedule to include hourly rates for services, equipment usage, testing, transportation and per diem charges, and all other incidentals and services. The County reserves the right to negotiate with the Successful Respondent on pricing. Should the County and the Respondent, within a reasonable time frame, as determined by Jackson County, fail to agree on the pricing, the County reserves the right to proceed to pricing negotiations with the next "best" respondent.

## **7.0 CONTRACT NEGOTIATIONS**

- 7.1** Upon the selection of the successful proposal and successful pricing negotiations a contract incorporating the General Conditions, Scope of Services and any other provisions of this Request for Qualifications that are acceptable to both parties will be prepared and executed by both parties. Should the parties, within a reasonable time frame, as determined by Jackson County, Missouri fail to develop and execute a mutually agreeable Contract, and upon a three (3) business day notification to the selected respondent, the County may reject the proposal and proceed to award the Contract to the next "best" respondent.
- 7.2** Pursuant to section 610.021 RSMo, proposals and related documents shall not be available for public review until a contract has been awarded or all proposals are rejected.
- 7.3** In no event will the following be considered confidential or exempt from the Missouri Sunshine Law:
  - 7.3.1** Respondent's entire proposal;
  - 7.3.2** Respondent's pricing;
  - 7.3.3** Respondent's proposed method of performance, including schedule of events and/or deliverable;
  - 7.3.4** Respondent's experience information including customer lists or references;
  - 7.3.5** Respondent's product specifications unless specifications disclose scientific and technological innovations in which the owner has a proprietary interest.
- 7.4** The County does generally use standard contract forms which may be provided by the Respondent. The contract documents used by the County will include both the Request for Qualifications and Respondent's Proposal. In the event that conflicts in language exist between the Request for Qualifications and the Respondent's proposal, the provisions of the Request for Qualifications shall govern. The Respondent shall list any and all exceptions as instructed under General Conditions, Item Number Five (5) of this Request for Qualifications. Please note that the Respondent's Proposal is subject to rejection if Exceptions to the County's General Conditions, Scope of Services and/or forms are requested.

- 7.5** Respondent must agree to the following standard provisions:
- 7.5.1** Indemnification: (Contractor) agrees, to the fullest extent permitted by law, to indemnify and hold the County harmless from damages and losses arising from the negligent acts, errors or omissions of (Contractor) in the performance of the work under this Agreement, to the extent that (Contractor) is responsible for such damages and losses on a comparative basis of fault and responsibility between (Contractor) and the County. (Contractor) is not obligated to indemnify the County for the County's own negligence.
  - 7.5.2** Independent Contractor: (Contractor) shall work as an independent contractor and not as an employee of the County. (Contractor) shall be subject to the direction of the County only as to the result to be accomplished and not as to the means and methods for its own Federal, State and City withholdings taxes and all other taxes, and operate its business independent of the business of the County except as required by this Agreement.
  - 7.5.3** Confidentiality: (Contractor) acknowledges and agrees that all County information and records are confidential and will not disclose or make available this information or records to anyone outside the County organization unless authorized to do so in writing by the County.
  - 7.5.4** Complete Agreement: Parties agree that this Agreement together with Jackson County, Missouri Request for Qualifications No. xx-16 and (Contractor's) response thereto constitute the complete and exclusive agreement between the parties which supercedes all prior proposals or understandings or agreements, oral or written, and all other communications between parties relating to the subject matter of this Agreement.
  - 7.5.5** Notices: Any notice which either party shall be required by the Agreement to give the other shall be in writing and delivered by mail addressed to the respective parties as follows, or to such other addresses, as the respective parties may designate from time to time:  
County: Jackson County, Missouri  
415 East 12<sup>th</sup> St., Room 105  
Kansas City, Missouri 64106  
  
Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 8.0 QUESTIONS

- 8.1** All questions regarding this Request for Qualifications must be in writing or emailed as detailed under General Conditions, Item Number Five on Page Seven of this Request for Qualifications by July 5, 2016 at 5:00 P.M. CDT. Point of Contact for this Request for Qualifications is Jessica Johnson, email address is [jmjohnson@jacksongov.org](mailto:jmjohnson@jacksongov.org).
- 8.2** All questions will be answered in the form of Addenda.
- 8.3** Respondents and their agents (including subcontractors, employees, consultants or anyone else acting on their behalf) must follow this procedure. Respondents or their agents may not contact any other County employee regarding the matters covered by this Request for Qualifications during the solicitation and evaluation process. Inappropriate contacts are grounds for **REJECTION OF RESPONDENT'S PROPOSAL.**



## **EXHIBIT A, INSURANCE**

Contractor shall procure and maintain in effect throughout this duration of the contract insurance coverages not less than the types and amounts specified in this section. If due to the nature of the goods and/or services provided by the contractor are such that they may be excluded from coverage listed below, an addendum shall be made to the contract requesting coverage and limits required (Professional Liability, Work on bodies of water, Garage or tow services, Liquor liability are some examples).

All subcontractors of the contractor are required to carry the same coverages and limits as the contractor. All Liability policies required are to be written on an "occurrence" basis unless an agreement, in writing, is made with Jackson County.

### **1. COMMERCIAL GENERAL LIABILITY**

Commercial General Liability Insurance: with limits of not less than \$1,000,000 per occurrence and \$2,000,000 Annual Aggregate (both General and Products-Completed Operations). Aggregate shall be on a "per project" basis where more than one project is to be performed by the contractor under this contract. Policy shall include Severability of Interests coverage applying to Additional Insureds and also include Contractual Liability with no limitation endorsements. Policy shall include \$100,000 limit each occurrence for Damage to Rented Premises, \$1,000,000 limit each occurrence for Personal & Advertising injury liability, \$5,000 Medical Expense (any one person), and Employee Benefits Liability coverage with a \$1,000,000 limit.

### **2. COMMERCIAL AUTOMOBILE LIABILITY**

Commercial Automobile Liability Insurance: with a limit not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Limit (each accident), covering owned, hired, borrowed, and non-owned vehicles. Coverage shall be provided on a "any auto" basis and be on a Commercial Business Auto form, or acceptable equivalent, and will protect against claims arising out of the operation of motor vehicles in connection with this contract.

### **3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY COVERAGE**

Contractor shall provide coverage for Workers Compensation and Employers Liability for all claims by employees of the contractor or by anyone for whose acts it may be liable under the statutes of the State of Missouri with limits of:

-Workers Compensation	Statutory
-Employers Liability	\$500,000 each accident
	\$500,000 Disease-each employee
	\$500,000 Disease-Policy limit

### **4. EXCESS/UMBRELLA LIABILITY COVERAGE**

Contractor shall provide Excess/Umbrella liability, on an occurrence basis, with \$10,000 Retention, to provide coverage limits over all liability coverages listed above, at a limit not less than \$1,000,000 each occurrence and \$1,000,000 Aggregate.

### **5. ADDITIONAL INSURED & CERTIFICATE OF INSURANCE**

The Commercial General and Automobile Liability Insurance specified above shall provide that Jackson County Missouri and its agencies, officials, officers, and employees, while acting within the scope of their authority, will be named as additional insured for the services performed under this contract.

A Certificate of Insurance shall be filed with the County's Director of Finance and Purchasing within 10 calendar days of the date when requested or before commencement of the work that are acceptable to the Director that the insurance requirements have been satisfied. Should any of the required insurances be cancelled before the expiration date, a notice shall be filed with the County's Director of Finance and Purchasing in accordance with policy provisions. In the case of multi-year, renewable, or extended term on the contract; Contractor must supply the Director with current Certificate(s) on any coverage mentioned above within Thirty (30) days prior to the expiration date of coverage(s). The Director of Finance and Purchasing may request copies of the Contractor's insurance policies for verification of coverage(s).

### **6. QUALIFICATIONS INSURANCE CARRIERS**

All insurance coverage must be written by companies that have an A. M. Best's rating of "B+ V" or better or Lloyd's of London, and are licensed and approved by the State of Missouri to do business in Missouri.

### **7. FAILURE TO MAINTAIN INSURANCE COVERAGE**

Regardless of any approval by Jackson County, it is the responsibility of the contractor to maintain the required insurance coverage in force at all times; its failure to do so will not relieve it of any contractual obligation or responsibility. In the event of Contractor's failure to maintain the required insurance in effect, Jackson County may order Contractor to stop work immediately and, upon 10 days' notice and an opportunity to cure, may pursue its remedies for breach of this contract as provided for herein and by law.

**EXHIBIT F**  
**RESPONDENT'S EXCEPTIONS**  
**TO**  
**SCOPE OF SERVICES**  
**OF**  
**JACKSON COUNTY, MISSOURI REQUEST FOR QUALIFICATIONS NO. 47-16**

Respondent's attention is directed to Paragraph 4 of the General Conditions of this Request for Qualifications. **READ THIS PARAGRAPH CAREFULLY.**

The following exceptions to the Scope of Services for Request for Qualifications No. 47-16 are requested by the undersigned Respondent: (Use additional pages as necessary.)

<b>REFERENCE PARA # &amp; PAGE #</b>	<b>EXCEPTION REQUESTED</b>

Name of Firm: \_\_\_\_\_

Signature of Respondent: \_\_\_\_\_

JACKSON COUNTY, MISSOURI  
CONTRACTOR UTILIZATION PLAN

Request for Qualifications Number: **47-16**

Request for Qualifications Title: **Professional Survey Services for Rock Island Rail Corridor**

Contracting Department: **Public Works Department**

Respondent: \_\_\_\_\_

I, \_\_\_\_\_, of lawful age and upon my oath state as follows:

1. This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE/VBE submittal requirements on the above Request for Qualifications and the MBE/WBE/VBE Program and is given on behalf of the Respondent listed above. It sets out the Respondent's plan to utilize MBE, WBE and/or VBE prime and subcontractors on the proposal.
2. The proposal goals set by Jackson County, Missouri are: **5% MBE; 0% WBE and 0% VBE**. Respondent stipulates that it will utilize a minimum of the following percentages of MBE/WBE/VBE participation in the above proposal:

Respondent Participation: \_\_\_\_\_% MBE \_\_\_\_\_% WBE \_\_\_\_\_% VBE

Total MBE Contract Value: \$ \_\_\_\_\_

Total WBE Contract Value: \$ \_\_\_\_\_

Total VBE Contract Value: \$ \_\_\_\_\_

Total DBE Contract Value: \$ \_\_\_\_\_  
(if applicable)

Total Contract Value: \$ \_\_\_\_\_

3. The following are the MBE/WBE/VBE Contractors to be utilized on the above named proposal. Respondent maintains that it either has a formal contract or a conditional contract contingent upon approval of Jackson County's acceptance of proposal with the named firms below. If there are no DBE goals on the bid, all intended utilization must come from MBE, WBE or VBE firms. If Respondent is a certified MBE, WBE or VBE, please list itself in the appropriate area.

No.	Description	Bidder Response:
a.	MBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized	
	Contract Value:	
b.	MBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
c.	MBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
d.	MBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
e.	MBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	

f.	WBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
g.	WBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
h.	WBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
i.	WBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
j.	WBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date	
	Address (include County)	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value	

k.	VBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
l.	VBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
m.	VBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
n.	VBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	
o.	VBE Firm/DBA (if applicable):	
	Certifying Agency and Expiration Date:	
	Address (include County):	
	Telephone Number:	
	President/Owner:	
	Email Address:	
	Scopes of Work Utilized:	
	Contract Value:	

Respondent acknowledges that it is responsible for considering the effect that any change order and/or amendments changing the total contract amount may have on its ability to meet or exceed the Respondent participation. Respondent further acknowledges that it is responsible for submitting a Request for Modification or Substitution if it will be unable to meet or exceed the approved participation.

If Respondent has not achieved the MBE/WBE/VBE goal(s) set forth for this Proposal, Respondent hereby requests a waiver or modification of the MBE, WBE and/or VBE goal(s) that the Respondent has failed to achieve.

Respondent will present documentation of its good faith efforts, a narrative summary detailing its efforts and the reasons its efforts were unsuccessful when requested by Jackson County, Missouri.

I hereby certify that I am authorized to make this Affidavit on behalf of the Bidder named below and who shall abide by the terms set forth herein:

Respondent Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(Attach corporate seal if applicable)

For questions on this form please contact:

Tom Wyrsh  
Director of Compliance Review Office  
816-881-3302  
twyrsh@jacksongov.org