



MISSOURI
HIGHWAYS and TRANSPORTATION
COMMISSION
JEFFERSON CITY, MISSOURI
PROPOSAL
OF

Name _____

Address _____

FOR

District-6
FACILITY RELOCATION AND DEVELOPMENT SERVICES
Barnhart, Missouri

9-081113P

**SECTION (5):
PROPOSAL SUBMISSION INFORMATION**

(A) SUBMISSION OF PROPOSALS

1. **Pricing and Signature:** Proposals should be priced, signed and returned (with necessary attachments) to General Services Director as provided in this RFP. Specifically, any form containing a signature line in this RFP and any amendments, pricing pages, etc., must be manually signed and returned as part of the proposal.
2. **Submission of All Data Required:** The Offeror must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
3. **Public Inspection:** The Offeror is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection and that MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization. Therefore, the Offeror must submit its proposal based on such conditions without reservations.
4. **Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Clayton Hanks, Missouri Department of Transportation, P. O. Box 270, Jefferson City, Missouri, 65102, (573) 522-9565.

(B) REQUIRED ELEMENTS OF PROPOSAL

1. **Experience.** The proposal must clearly identify the Offeror's experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies that your institution has served or currently serves.
2. **Personnel.** Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the previous Offeror experience, as well as any work with other state agencies or local governments in Missouri. Offeror must furnish a complete listing of each subcontractor, if any, and complete contact information for that subcontractor.
3. **References.** Proposals should indicate the name, title and telephone number of at least three officials of clients within the past three years.

(C) EVALUATION CRITERIA AND PROCESS

1. **Evaluation Factors:** Any agreement for real estate transactions resulting from this RFP shall be awarded to the Offeror providing the best proposal to MHTC. After determining responsiveness, proposals will be evaluated and compared. At its sole discretion, the Commission will determine the best offer. The MHTC determination of the “best offer” shall be final.
2. **Historic Information:** MHTC reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, question and answer conferences, references, or other sources, in the evaluation process.
3. **Responsibility to Submit Information:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MHTC's representative is under no obligation to solicit such information if it is not included with the Offeror's proposal. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.
4. MoDOT reserves the right, at its sole discretion, to request clarifications of technical proposals or to conduct discussions for the purpose of clarification with any or all Offerors. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by MoDOT and, if held, shall be after initial evaluation of Technical Proposals. If clarifications are made as a result of such discussions, the Offeror shall put such clarifications in writing.

(D) SCHEDULE OF EVENTS

The following RFP schedule of Events represents MoDOT's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 7:30 am and 4:00 pm Central Standard Time.

MoDOT reserves the right at its sole discretion to adjust this schedule, as it deems necessary.

Event	Date	Time
Legal Notice	August 24, 2008	-
RFP Available	August 27, 2008	8:00 AM
Deadline for Submitting Pre-Proposal Questions	September 10, 2008	4:00 PM
Pre-Proposal Conference	October 1, 2008	12:30 PM
Deadline for Written Comments	October 8, 2008	4:00 PM
Deadline for issuing MoDOT's Responses to Written Comments	October 15, 2008	4:00 PM
Deadline for Submitting a Proposal and Opening	November 13, 2008	2:00 PM

Event	Proposed Schedule
Review Proposals	30 - 90 days
Award	30 - 60 days
Execute agreement with City	30 days
Transfer of Land from City to MoDOT	30 days
Contract execution by Offeror	30 days
Contract execution by MoDOT	30 days
Notice to Proceed	1 day
Site design/construction documents preparation	90 days
Review of site design/construction documents	30 days
Final Plans	30 days
Approval of Final Plans	5 days
Bidding	30 days
Construction	180 days (dependant on time of year)

Days = Calendar days

**ATTACHMENT (A)
PROPOSAL FORM**

**Barnhart Maintenance Facility
Jefferson County
Barnhart, Missouri**

Proposal Opening Date: November 13, 2008

This Proposal Form must be completed, sealed and received by the Missouri Department of Transportation no later than 2:00 p.m. on the specified date. All proposals must be mailed or hand carried to:

Missouri Department of Transportation
General Services
1320 Creek Trail Drive, P.O. Box 270
Jefferson City, Missouri 65102

All proposals will be opened and read at the above time, date and location.

Submitted by: _____

Phone Number: () _____ Owner/Agent
Facsimile Number: () _____
Mobile Number: () _____ E-Mail address: _____

Address: _____

1. The undersigned, having examined and being familiar with local conditions including applicable model building codes, ordinances, requirements, etc., affecting the premises and with all sections and attachments of this specification package issued by the Missouri Department of Transportation, hereby certifies that, with the exception of any appended variances, the premises meets or will meet all of the above:

*** OFFEROR SHALL ENTER AN AMOUNT OR THE WORDS
"NO PROPOSAL" IN ALL BLANK AREAS PROVIDED**

Base Proposal will be the exchange of marketable title on the MoDOT site for the new proposed facility.

Initial _____

Date _____

2. The Offeror shall indicate below a firm fixed one-time **payment** in addition to the base proposal (Refer to the Summary of Proposal) **TO the Missouri Highways and Transportation Commission** to furnish the Facility Relocation and Land Development Services as stipulated herein.

	Dollars (\$_____).
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OR

2.a. In lieu of the base proposal the Offeror shall indicate below a firm fixed one-time **payment** plus a proposed site that meets grade requirements as previously described as well as utilities to property line **TO the Missouri Highways and Transportation Commission** to furnish the Facility Relocation and Land Development Services as stipulated herein.

	Dollars (\$_____).
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If this option is chosen, successful Offeror shall submit civil drawings for replacement site within 30 days of award.

3. **Variance(s) Requested:** Check this box if this proposal is contingent upon any variances to provisions of the Specifications and/or Attachment(s). All variances to the Specifications and Attachment(s) must be fully explained on a separate document attached to the completed Proposal Forms. Failure to comply with this requirement may result in disqualification of the proposal or, at the discretion of the state, insistence on full compliance with Specifications.

4. **Specific Site Information:** The Offeror shall provide the proposed site address. (If the state has a choice of more than one site, please submit a separate proposal form for each site.) **Submit plat map and/or survey of proposed property.**

Address of Proposed
Property:

4.1 The proposed premises are currently:

- (a) owned by the Offeror
- (b) Offeror has a signed option to purchase contract
- (c) Offeror is acquiring an option to purchase contract
- (d) Offeror has a verbal agreement with the owner
- (e) Offeror has no ownership rights or obligations
- (f) Broker representing an individual
- (g) Other _____

4.2 In order to comply with local zoning requirements, the proposed premises:

- (a) are zoned correctly
- (b) must be rezoned

Initial _____ **Date** _____

- 4.3 The proposed site
 _____ (a) Has the minimum required 8 useable acres
 _____ (b) Has more than the minimum required 8 useable acres
 _____ (c) Has less than the minimum required 8 useable acres
- 4.4 The sewer at the proposed site will be
 _____ (a) public
 _____ (b) private
- 4.5 The water at the proposed site will be
 _____ (a) public
 _____ (b) private
- 4.6 The gas at the proposed site will be
 _____ (a) Natural Gas
 _____ (b) Propane
- 4.7 Survey/Plat attached
 _____ (a) Yes
 _____ (b) No

5.0 Contract information

- 5.1 Estimated time of completion from Notice to Proceed
 _____ Calendar Days
- 5.2 Estimated Bldg costs: \$ _____
- 5.2.1 Site Improvements: \$ _____
- 5.2.2 Site Work: \$ _____

Initial _____ **Date** _____

5. In submitting this proposal, it is understood that the right is reserved by the Department of Transportation, State of Missouri, to reject any and all proposals, and it is agreed that the proposals will not be withdrawn for a period of 90 days from the specified time for receiving proposals.

5.1 IF AN INDIVIDUAL:

_____ Name of Individual	_____ Residence Address
_____ Signature	
_____ Firm Name (if any)	_____ Federal Tax ID # or SSN
_____	_____
_____ Firm Address	_____ Address for Communications

5.2 IF A PARTNERSHIP:

_____ General* _____ Limited
(Include names of all)

Name and Residence Address of Partners:

_____ Name of Partnership	
_____ Partner	_____
_____ Signature	_____
_____ Partner	_____
_____ Signature	_____
_____ Address for Communications	_____ Federal Tax ID # or SSN

*Include information of all partners by attaching additional pages if necessary.

5.3 IF A CORPORATION: (Exact Title)

Name of Corporation

Name and Title of Officer

Signature of Officer

Federal Tax ID # or SSN

Address for Communications

1. Incorporated under the laws of the State of _____

2. Registered to do business in Missouri:
Yes _____ No _____ (Check one)

(ATTEST)

Secretary Signature

5.4 IF A BROKER REPRESENTING AN INDIVIDUAL:

Name of Broker

Signature of Broker

Name of Individual Represented

Signature of Individual Represented

Residence Address

Federal Tax ID # or SSN of Individual Represented

(SEAL)

Each Offeror must complete the Proposal Form by signing on the proper signature line above and by supplying the required information called for in connection with the signature. Failure to properly sign the Proposal Form and to provide required information will constitute grounds non-acceptance of proposal.

**ATTACHMENT (B)
PROPOSAL BOND**

KNOW ALL MEN BY THESE PRESENTS, that we _____,
as Principal, and _____, as Surety, are
held firmly bound unto the State of Missouri (acting by and through the Missouri Highways and Transportation Commission) in the
penal sum of _____ Dollars (\$_____), to be paid to the State of
Missouri, or the Missouri Highways and Transportation Commission, to be credited to the State Road Fund and Principal and Surety
binding themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20_____

THE CONDITION OF THIS OBLIGATION is such that:

WHEREAS, the Principal is submitting herewith a Proposal to the Missouri Highways and Transportation Commission on
Project(s) _____, in _____ County(ies), for
construction or improvement as set out in said proposal.

NOW THEREFORE, if the Missouri Highways and Transportation Commission shall accept the Proposal of the Principal, and if said
Principal shall properly execute and deliver to the Missouri Highways and Transportation Commission the Contract, Contract Bond,
Specifications and evidence of insurance coverage in compliance with the requirements of the Proposal, to the satisfaction of the
Missouri Highways and Transportation Commission, then this obligation shall be void and of no effect, otherwise to remain in full
force and effect.

In the event the said Principal shall, in the judgment of the Missouri Highways and Transportation Commission, fail to comply with
any requirement as set forth in the preceding paragraph, then the State of Missouri, acting through the Missouri Highways and
Transportation Commission, shall immediately and forthwith be entitled to recover the fees, and any other expense of recovery.

Principal

Surety

By _____

Attorney in Fact (SEAL)

Attest: (CORPORATE SEAL)

Corporate Secretary

Note: This bond must be executed by the Principal and by a Corporate Surety authorized to conduct surety business in the State of Missouri.