


# REQUEST FOR PROPOSAL

 <p><b>JOHNSON COUNTY PARK AND RECREATION DISTRICT</b>  <b>JCPRD ADMINISTRATION BLDG.</b>  <b>7904 RENNER ROAD</b>  <b>SHAWNEE MISSION, KS 66219</b></p>	<p><b>RFP NO: 2014-01-23-PRK-01</b>  <b>DATE: January 23, 2014</b>  <b>JCPRD REPRESENTATIVE: CLIFF MIDDLETON</b>  <b>JOB TITLE: PLANNING &amp; DEVELOPMENT MANAGER</b>  <b>Office PHONE: (913) 826-3425</b></p> <p><b>FAX: (913) 492-7275</b>  <b>EMAIL: Cliff.Middleton@jocogov.org</b></p>
<p><b>RETURN RFP NO LATER THAN:</b></p> <p><b>OPENING DATE: January 23, 2014</b></p> <p><b>OPENING TIME: 4:00 PM</b>  <b>Local Time on a clock designated by the JCPRD Representative</b></p>	<p><b>BID OPENING LOCATION / RETURN RFP TO:</b>  <b>PLANNING &amp; DEVELOPMENT DEPT.</b>  <b>ATTN: CLIFF MIDDLETON</b>  <b>JCPRD ADMINISTRATION BLDG.</b>  <b>7904 RENNER ROAD</b>  <b>SHAWNEE MISSION, KS 66219</b></p>
<p><b>DESCRIPTIONS:</b></p> <p style="text-align: center;"><b>Request for Proposals for</b></p> <p>Provide a Proposal for professional services for the update to the Johnson County Park &amp; Recreation District (JCPRD) Strategic Plan MAP 2020.</p> <p>To respond to this RFP, this cover sheet and the appropriate forms should be completed and submitted. JCPRD is requesting ten (10) original printed copies, and one (1) electronic copy on digital media such as a CD or Flash device to be returned in response to this RFP.</p> <p style="text-align: center;">INVOICE DISCOUNT TERMS</p> <p>Is a discount offered for prompt payment of invoices? YES___NO___. If yes, please complete information below.</p> <p>VENDOR TERMS: _____%    DISCOUNT PERIOD _____ DAYS    NET _____ DAYS</p> <p>-----</p>	
<p>The Bidder hereby agrees to furnish items and/or services, pursuant to all requirements and specifications contained in this solicitation document, and further agrees that the language of this document shall govern in the event of a conflict with his or her response.</p>	
<p><b>MUST BE SIGNED TO BE VALID</b></p>	
COMPANY:	DATE:
MAILING ADDRESS:	PHONE:                      FAX:
CITY:	STATE:                      ZIP:                      EMAIL:
SSN OR FEDERAL TAX NO:	TITLE OF AUTHORIZED REPRESENTATIVE:
AUTHORIZED SIGNATURE:	PRINTED NAME:
ACKNOWLEDGEMENT OF ADDENDA OR AMENDMENTS # _____ THROUGH # _____ INCLUSIVE.	

# JOHNSON COUNTY PARK AND RECREATION DISTRICT

Johnson County, Kansas

## STANDARD TERMS AND CONDITIONS

### 1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in the solicitation document or any Amendment hereto, the definition or meaning described below shall apply.

- a. **Amendment** means a written, official modification to a solicitation document or to a Contract.
- b. **Attachment** applies to all forms which are included with a solicitation document to incorporate any informational data or requirements related to the Performance Requirement.
- c. **Award** means the approval of a Contract with the Bidder by JCPRBOC.
- d. **Bid/Proposal** means the Bidder's written response to this Invitation for Bid (IFB)/Request for Proposal (REP).
- e. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the solicitation document for the physical receipt of sealed Invitation for Bid/Request for Proposal by the JCPRD Representative.
- f. **Bidder** means the person or organization that responds to a solicitation document by submitting a Bid/Proposal with price to provide the equipment, supplies, and/or services as required in the solicitation document.
- g. **Johnson County Park and Recreation District Board of Commissioners or JCPRBOC** means the governing body of the Johnson County Park and Recreation District.
- h. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- i. **Contractor** means a person or organization who is a successful Bidder as a result of a Bid/Proposal and who enters into a Contract.
- j. **JCPRD** means the Johnson County Park and Recreation District, a Special Park District in the State of Kansas for which the equipment, supplies, and/or services are being purchased.
- k. **JCPRD Representative** means the designated staff member of the JCPRD as indicated on the first page of this Bid/Proposal.
- l. **Exhibit** applies to forms which are included with a Bid/Proposal for the Bidder to complete and return with the sealed response prior to the specified opening date and time.
- m. **Invitation for Bid (IFB)/Request for Proposal (RFP)** means the procurement document issued by JCPRD, to potential Bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- n. **May** means that a certain feature, component, or action is permissible, but not required.
- o. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a Bid/Proposal being considered non-responsive and not evaluated any further.
- p. **Shall** has the same meaning as the word must.
- q. **Should** means that a certain feature, component and/or action is desirable and not mandatory.

### 2. OPEN COMPETITION

- a. It shall be the Bidder's responsibility to ask questions, request changes or clarification, or otherwise advise JCPRD, in writing if any language, specifications or requirements of a Bid/Proposal appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the Bid/Proposal to a single source. Any and all communication from Bidders regarding specifications, requirements, competitive bid process, etc., must be directed JCPRD as indicated on the first page of the Bid/Proposal. Such communication should be received at least seven calendar days prior to the official bid opening date.

Every attempt shall be made to ensure that the Bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid

process, all Bidders will be advised, via the issuance of an Amendment to the Bid/Proposal, of any relevant or pertinent information related to the procurement. Therefore, Bidders are advised that unless specified elsewhere in the Bid/Proposal, any questions received by JCPRD less than seven calendar days prior to the Bid/Proposal opening date may not be answered.

- b. Bidders are cautioned that the only official position of JCPRD is that position which is stated in writing and issued by JCPRD in the Bid/Proposal or an Amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- c. JCPRD monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among Bidders, price-fixing by Bidders, or any other anticompetitive conduct by Bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Kansas Attorney General's Office for appropriate action.
- d. JCPRD reserves the right to officially modify or cancel a Bid/Proposal after issuance. Such a modification shall be identified as an Amendment.

### 3. PREPARATION OF BID/PROPOSAL

- a. Bidders **must** examine the entire Bid/Proposal carefully. Failure to do so shall be at Bidder's risk.
- b. Unless otherwise specifically stated in the Bid/Proposal, all specifications and requirements constitute minimum requirements. All bids/proposals must meet or exceed the stated specifications/requirements.
- c. Unless otherwise specifically stated in the Bid/Proposal, any manufacturer's names, trade names, brand names, information and/or catalog number listed in a specification and/or requirement are for informational purposes only to indicate level of quality required and are not intended to limit competition. The Bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the Bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection.
- d. Bids lacking any written indication of intent to bid an alternate brand or to take an exception shall be received and considered to be in complete compliance with the specifications and requirements as listed in the Bid/Proposal.
- e. All equipment and supplies offered in a bid must be new and of current production and available for marketing by the manufacturer unless the Bid/Proposal clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- f. Firm fixed prices shall include all packing, handling and shipping charges FOB destination, freight allowed unless otherwise specified in the Invitation for Bid.
- g. The firm fixed prices bid shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified Contract period.

### 4. SUBMISSION OF BIDS/PROPOSALS

- a. A Bid/Proposal submitted by a Bidder must (1) be signed by a duly authorized representative of the Bidder's organization, (2) contain all information required by the Bid/Proposal, (3) be priced as required, Invitations for Bid only (4) be sealed in an envelope or container, and (5) be mailed or hand-delivered JCPRD, and officially clocked in no later than the exact opening time and date specified on the Bid/Proposal. Facsimile transmitted bids/proposals will not be accepted.
- b. The sealed envelope or container containing a Bid/Proposal should be clearly marked on the outside with (1) the official Bid/Proposal number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid may only be modified or withdrawn by signed, written notice which has been received by JCPRD, prior to the official opening date and time specified. A bid may also be withdrawn or modified in person by the Bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw or modify a bid shall not be honored.

### 5. BID/PROPOSAL OPENING

- a. Bid openings are public on the opening date and at the opening time specified on the Bid/Proposal document. In the case of Invitations for Bid, prices shall be read at the bid opening.

- b. It is the Bidder's responsibility to ensure that the bid is delivered by the official opening date and time to JCPRD. Late bids will not be considered regardless of the degree of lateness or the reason related thereto, including causes beyond the control of the Bidder. Late bids shall not be opened, and will be returned unopened.

#### **6. EVALUATION/AWARD**

- a. Any pricing information submitted by a Bidder but not reflected on the pricing page shall be subject to evaluation if deemed by JCPRD, to be in the best interests of JCPRD.
- b. Unless otherwise stated in the Bid/Proposal, cash discounts for prompt payment of invoices shall not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- c. Awards shall be made to the Bidder whose bid (1) complies with all mandatory specifications and requirements of the Bid/Proposal, (2) is the lowest and best bid, considering price, responsiveness and responsibility of the Bidder, and all other evaluation criteria specified in the Bid/Proposal, and (3) does not exceed JCPRD's estimated cost. Awards shall be made by JCPRD/BOC at a regular or special meeting thereof within thirty (30) days following the Bid/Proposal opening.
- d. When evaluating a bid, JCPRD reserves the right to consider relevant information and fact, whether gained from a bid, from a Bidder, from Bidder's references, or from any other source.
- e. Any Award of a Contract shall be made by written notification from JCPRD.
- f. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to the State of Kansas open record law.
- g. JCPRD reserves the right to request written clarification of any portion of the Bidder's response in order to verify the intent of the Bidder. The Bidder is cautioned, however, that Bidder's response shall be subject to acceptance without further clarification.
- h. JCPRD, reserves the right to Award by item, groups of items or on all or none basis. Also, the right to reject any or all bids or proposals in part or its entirety; to waive any minor technicality or irregularities of bids/proposals received.
- i. In the event of a discrepancy between the unit price and the extension, the unit price shall prevail.

#### **7. CONTRACT/PURCHASE ORDER**

- a. By submitting a Bid/Proposal, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the Bid/Proposal, pursuant to all requirements and specifications contained herein.
- b. A binding Contract shall include: (1) The Bid/Proposal and any Amendment thereto, (2) the Contractor's response to the Bid/Proposal, and (3) JCPRD's acceptance of the Bidder's response in writing.
- c. The Contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal Contract Amendment.

#### **8. INVOICING AND PAYMENT**

- a. The Contractor shall not transfer any interest in the Contract, whether by assignment or otherwise, without the prior written consent of JCPRD.
- b. Payment for all equipment, supplies, and services shall be made in arrears. JCPRD shall not make any advance deposits unless provided in the solicitation document.
- c. JCPRD assumes no obligation for equipment and supplies shipped in excess of the quantity ordered. Any unauthorized quantity is subject to JCPRD's rejection and shall be returned at the Contractor's expense.
- d. JCPRD and its agencies are exempt from state and local sales and use taxes by KSA 79-3606. Situs of all transactions under the order(s) that shall be derived from the bid request shall be deemed to have been accomplished within the State of Kansas.

#### **9. DELIVERY**

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the Contract or within a reasonable period of time, if a specific time is not stated.

#### **10. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by JCPRD pursuant to a Contract shall be deemed accepted until the JCPRD Representatives have had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. JCPRD reserves the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. JCPRD's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or Contractual remedies available to JCPRD.

#### **11. WARRANTY**

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by JCPRD, (2) be fit and sufficient for the purpose expressed in the Invitation for Bid/Request for Proposal, (3) be of good materials and workmanship, and (4) be free from defect.

#### **12. CONFLICT OF INTEREST**

The Contractor hereby covenants that at the time of the submission of the Bid/Proposal the Contractor has no other Contractual relationships which would create any actual or perceived conflict of interest. The Contractor further agrees that during the term of this Contract neither the Contractor nor any of its employees shall acquire any other Contractual relationships which create such a conflict.

#### **13. CANCELLATION/TERMINATION OF CONTRACT**

- a. In the event of material breach of the Contractual obligations by the Contractor, JCPRD may cancel the Contract. At its sole discretion, JCPRD may give the Contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the Contractor must provide JCPRD, within 10 working days from notification a written plan detailing how the Contractor intends to cure the breach.
- b. If the Contractor fails to cure the breach or if circumstances demand immediate action, JCPRD will issue a notice of cancellation terminating the Contract immediately.
- c. If JCPRD cancels the Contract for breach, JCPRD, reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the Contract from other sources and upon such terms and in such manner as JCPRD deems appropriate and back charge the Contractor for any additional costs incurred thereby.
- d. JCPRD reserves the right to terminate the Contract at any time for the convenience of JCPRD, without penalty or recourse, by giving the Contractor a written notice of such termination at least 30 calendar days prior to termination. The Contractor shall be entitled to receive just and equitable compensation for the work completed pursuant to the Contract prices prior to the effective date of termination.
- e. The contract is subject to the provisions of the Kansas Cash Basis Law, *K.S.A. 10-1101 et seq.*, and amendments thereto, (the "Act"). By virtue of this Act, JCPRD is obligated only to pay periodic payments as contemplated by the contract as may lawfully be made from funds budgeted and appropriated for that purpose during JCPRD's current budget year (i.e., January 1 to December 31) or from funds made available from any lawfully operated revenue producing source. Should JCPRD fail to budget, appropriate or otherwise make available funds for payments due under the contract in any budget year, the contract shall be deemed terminated on the last day of the then current budget year for which appropriations were received, without penalty or expense to JCPRD of any kind whatsoever."

#### **14. COMMUNICATIONS AND NOTICES**

Any written notice to the Contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, 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 in the Contract.

## **15. INVENTIONS, PATENTS AND COPYRIGHTS**

The Contractor shall defend, protect, and hold harmless JCPRD, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the Contractor's performance or products produced under the terms of the Contract.

## **16. NON-DISCRIMINATION IN EMPLOYMENT**

In accordance with K.S.A. 44-1030, the contractor agrees that:

- a. The contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry;
- b. In all solicitations or advertisements for employees, the contractor shall include the phrase "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("Commission");
- c. If the contractor fails to comply with the manner in which it reports to the Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by JCPRD;
- d. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by JCPRD; and
- e. The contractor shall include the provisions of subsections a. through d. (immediately above) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
- f. The provisions of this Section shall not apply to the contractor if the contractor employs fewer than four employees during the term of the present contract or the present contract cumulatively totals \$5,000 or less during the fiscal year of JCPRD.

## **17. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the Contract, the Contractor and all subContractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **18. GOVERNING LAW**

All Contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

## **19. HOLD HARMLESS**

The Contractor agrees to protect, defend, indemnify and hold the JCPRD, its

officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the Contractor. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

## **20. TITLES**

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a Contractual construction of language.

## **21. RIGHT TO EXAMINE AND AUDIT RECORDS**

The Contractor agrees that JCPRD, or any of its authorized representatives, shall have access to and the right to examine and audit any and all books, documents, papers and records of the Contractor involving transactions related to the Contract between JCPRD and Contractor hereunder, or any change order or Contract modification thereto, or with compliance with any clauses thereunder. Such records shall include hard copy as well as computer readable data. The Contractor shall require all of its payees including, but not limited to, subContractors, insurance agents or material suppliers to comply with the provisions of this clause by including the requirements hereof in a written agreement between the Contractor and payee. Further, the Contractor agrees to cooperate fully and will cause all related parties and will require all of its payees to cooperate fully in furnishing or making available to JCPRD any and all such books, documents, papers, and records.

## **22. HIPAA COMPLIANCE**

The contractor agrees to comply with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the privacy and security regulations promulgated under Title II, Subtitle F, §§ 261-264 of HIPAA, the administrative regulations issued by the Department of Health and Human Services ("DHHS") as found in 45 C.F.R. Parts 160 through 164 (the "HIPAA or DHHS regulations"), and the Health Information Technology for Economic and Clinical Health Act, Public Law 11-005 (the "HITECH Act"), as such laws and regulations may be amended from time to time, and enter into a Business Associate Contract with JCPRD, as may be required, so as to provide necessary reasonable assurances to JCPRD that the contractor as an Business Associate will comply with the portions of those laws and regulations made applicable to business associates by HIPAA and the HITECH Act."

## SPECIAL CONDITIONS

1. CONTRACT PERIOD: Any Contract derived from this request shall be effective until completion of the work or termination of the agreement.
2. ASSIGNMENT AND/OR TRANSFER OF INTERESTS: There shall be no assignment and/or transfer of interests or delegation of Contractor's rights, duties, or responsibilities of Contractor under the Contract derived from this bid request without the prior written approval of the JCPRD Representative.
3. SUBSTITUTIONS: No substitutions will be accepted for products or services bid, after Award, without the prior approval of JCPRD. Any substitutions allowed will be supplied at no more than the Contract bid prices.
4. METHOD OF AWARD: This bid May be Awarded either as a total Contract or as separate Contracts as deemed to be in the best interest of JCPRD.
5. NON-LIABILITY: The Contractor shall not be liable in damages for delay of shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of an alien enemy or by any other circumstances which, in JCPRD's opinion, is beyond the control of the Contractor. Under such circumstances, however, JCPRD may cancel the Contract if such action is deemed to be in the best interest of JCPRD.
6. INVOICE AND PAYMENT: Payment shall be processed in routine after receipt of invoice submitted after receipt and acceptance or satisfactory installation of the bid products. Progress payments may be made based upon completed phases of work defined in the proposal.
7. ADDENDA AND INTERPRETATIONS: If it becomes necessary to revise any part of this RPF, a written addendum will be provided to all Bidders. JCPRD is not bound by oral representations, clarifications, or changes made in the written specifications by JCPRD's employees, unless such clarification or change is provided to Bidders in written addendum form from the Purchasing Manager.
8. INSURANCE: The Contractor shall be required to maintain and carry in force for the duration of the Contract, insurance coverage licensed to do business in the State of Kansas as set forth below:

The Contractor shall maintain the full limit coverage as stated below for the duration of the Contract.

Commercial General Liability - \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage, and \$2,000,000 as an aggregate with "*the Johnson County Park and Recreation District, Johnson County, Kansas, its officers, commissions, agents, and employees*" named as additional insureds.

Workmen's Compensation Insurance:

Workmen's Compensation Insurance shall be provided in compliance with the laws of the State of Kansas including the statutory coverage limits required from time to time thereby.

Automobile Liability - \$1,000,000 combined single limit per occurrence for bodily injury and property damage with "*the Johnson County Park and Recreation, Johnson County, Kansas, its officers, commissions, agents, and employees*" named as additional insureds.

Professional Liability Insurance - \$1,000,000 per occurrence

The Contractor's Insurers should have a Best's Rating of A-IX or shall be an insurer with a rating acceptable to and approved in writing by JCPRD.

JCPRD should be named as an Additional Insured for general liability and automobile liability. Such coverage shall be primary and non-contributory and shall be so stated on the Certificate of Insurance.

Before entering into a Contract, the Contractor shall furnish to Johnson County Park and Recreation District a Certificate of Insurance verifying such coverage and identifying the Johnson County Park and Recreation District, Johnson County, Kansas, its officers, commissions, agents, and employees as additional named insureds as pertains to Commercial General Liability and Automotive Liability with regard to the services performed under this agreement. This inclusion shall not make JCPRD a partner or joint venturer with the Contractor in its operation hereunder.

The certificate holder on the Certificate of Insurance shall be as follows:

Johnson County Park and Recreation District  
c/o Risk Manager  
7904 Renner Road  
Shawnee Mission, KS 66219

Prior to any material change or cancellation, the Johnson County Park and Recreation District Board of Commissioners will be given thirty (30) days advanced notice by registered mail to the stated address of the certificate holder. Failure of the contractor to provide all insurance required or to provide notice of change, cancellation, or nonrenewal shall not relieve contractor of its obligation under this contract.

In the event of an occurrence, it is further agreed that any insurance maintained by JCPRD shall apply in excess of and not contribute with insurance provided by policies named in this Contract. New Certificates of Insurance must be provided on renewal of coverage during the Contract term.

9. CONTRACT PRICING: The prices quoted by the successful bidder shall remain firm during the initial contract period. Prices for contract renewal periods shall be negotiated and mutually agreed upon.
10. MANNER OF PAYMENT: The contractor or vendor agrees to accept payment from JCPRD in the form of a procurement (credit) card and/or conventional check and/or electronically, at JCPRD's option, without imposing any additional fees, costs or conditions with respect to the manner and/or receipt of such payment.
11. LICENSES AND PERMITS: The contractor shall be, without expense to JCPRD, responsible for obtaining any necessary licenses and permits.
12. CODES AND REGULATIONS: All work within the scope of this request shall be completed by the successful bidder to all applicable current prevailing codes and regulations.
13. ADDITIONAL SERVICES: JCPRD reserves the right to add additional services to this contract with the mutual consent of the contracting parties within the contract period.
14. NEGOTIATIONS: JCPRD reserves the right to negotiate any and all elements of a contract resulting from this request for proposal.
15. TRAVEL EXPENSES: JCPRD will reimburse reasonable and necessary travel and related expenses to the successful contractor based on the following conditions: travel expenses for airline expenses for business class based on actual cost. Lodging, mileage, and food will be based on the GSA per diem rates for the Kansas City Metro region. All such expenses will be up to but not in excess of the per diem rate for this area based on actual receipts. The applicable GSA per diem information can be located at <http://ofm.jocogov.org/defaultap.htm>. Additional expenses such as ground transportation to and from the airport and vehicle rental may also be approved. All travel expenses are subject to JCPRD's prior approval and must have receipts to verify expenses.
16. PUBLICITY CLAUSE: Respondent must obtain prior written approval from JCPRD for use of information relating to JCPRD or this Agreement in advertisements, brochures, promotional materials or media,

press releases or other informational avenues.

17. OWNERSHIP: Any work product or deliverable report or data provided to JCPRD as a result of work performed while under contract shall be considered the property of JCPRD and may be used in any fashion JCPRD deems appropriate.
18. OBJECTIONS: Any objections or concerns to the RFP language, terms and conditions, scope or other elements of the RFP must be included with your response. Failure to note such concerns will indicate your acceptance of same.
19. SUSTAINABLE EFFORTS: JCPRD desires to procure goods and services that are sustainable and maximize value to JCPRD at both a cost and environmental level. Please describe your firm's environmental stance and what steps your firm has taken to support the goal of environmental stewardship.
20. ELECTRONIC VERSION: The electronic version of the bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. JCPRD shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore respondents are cautioned that the hard copy of the bid/RFP on file in the Planning & Development Department governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy.

## RFP – Professional Services

### INTRODUCTION

The Johnson County Park and Recreation District (JCPRD) Board of Commissioners (JCPRD Board) requests proposals for professional consulting services related to the update of the JCPRD strategic Master Action Plan 2020 (MAP 2020). The plan update would encompass a fifteen-year period (2015-2030) and include both short-term and long-term recommendations.

In September of 1999 JCPRD undertook a long-range planning project that would make recommendations about future priorities and strategic direction. Thompson Dyke and Associates of Northbrook, Illinois was retained to prepare an analysis of existing JCPRD facilities and programs, and to develop a guide for planning and financing JCPRD well into the 21st century. The resulting Master Action Plan, MAP 2020 was completed and adopted by the JCPRD Board in April 2001. MAP 2020 has been a valuable guide for JCPRD's strategic decision making, but the plan is showing its age. Changes in Johnson County over the last 12 plus years have made some of the MAP 2020 recommendations outdated or obsolete.

### BACKGROUND

JCPRD is a National Recreation and Park Association accredited and Gold Medal award agency governed by a seven-member policy-making Board, which is appointed by the Johnson County Board of County Commissioners (BOCC). The JCPRD Board has four major committees: Parks and Golf Courses, Safety and Outdoor Education, Recreation, and Administrative Services. In 2013 JCPRD's operations and services were provided by 182 full-time regular, 10 part-time regular, and over 900 seasonal employees. The fixed assets of JCPRD represent approximately \$100 million of land, facilities, and equipment. JCPRD has a 2013 annual budget of \$41,001,761.

JCPRD operates and maintains seven developed park areas, two golf courses, three linear parks, five athletic field complexes, one swimming pool, one nature center, and four indoor sports and activity facilities. These parks provide a variety of recreational activities including: biking, fishing, golf, hiking, horseback riding, picnicking, swimming, birding, wildlife viewing, and more. In 2012 there were over 7.6 million visitations to JCPRD's parks and facilities. JCPRD has landholdings of 9,733 acres. A substantial amount of park property (4,429 acres) is currently undeveloped with little or no public access.

JCPRD is the largest single provider of leisure and recreational activities in the county offering a wide variety of opportunities and programs. Recreation programming includes youth and adult sports leagues, fitness programs, aquatics classes, competitive swimming, fine arts programs, a community theater, before and after school care, summer day camps, older adult recreational activities and trips, environmental and outdoor education, and special events are provided at facilities throughout the county. In 2012, JCPRD provided over 4,000 fee-supported recreation programs, which generated over 2.4 million program participations.

JCPRD has the same boundaries as Johnson County, Kansas, encompassing 477 square miles and is located in northeastern Kansas, west of and adjacent to Kansas City, Missouri. Johnson County is part of the Kansas City Metropolitan Area and has twenty mostly suburban cities within its boundaries. The county has a population of 559,913 (2012). Johnson County has the highest median household income in the State of Kansas and is among the most affluent counties in the United States.

### PROJECT PURPOSE AND GOALS

- To re-evaluate and update the recommendations and implementation strategies of the MAP 2020 plan.
- To establish clear and realistic goals, objectives, and implementation strategies that can guide JCPRD's decision making for the next 10 to 15 years.
- To provide a strategy to preserve and maintain open space and significant natural resources in Johnson



County.

- To evaluate current facilities and programs to determine if the recreation and leisure needs of Johnson County's citizen are being adequately met.
- To identify and evaluate potential cooperative local community, non-profit, and private sector ventures that can aid in meeting recreation needs.
- To review the organizational structure of JCPRD to ensure maximum efficiencies and effectiveness and make recommendations if warranted.

## PROJECT SCOPE

### 1. Community Needs Assessment

- a. Review and evaluate JCPRD-provided GIS inventory of parks, trails, and recreation facilities in Johnson County, provided by JCPRD, municipalities, and the private sector.
- b. Review and evaluate JCPRD-provided information on recreation program opportunities in Johnson County, and recreation services provided by JCPRD, municipalities, and the private sector.
- c. Review park master plans for Leawood, Lenexa, Overland Park, Olathe, Blue Valley Recreation Commission, and other municipalities in Johnson County.
- d. Identify demographic changes and trends that impact park and recreation needs for Johnson County.
- e. Evaluate the distribution of park and recreation services and gaps in availability.

### 2. Public Input

- a. Provide opportunities for public comment and citizen input via the internet utilizing e-mail, website, and social media.
- b. Facilitate focus group meetings.
- c. Provide a statistically significant community survey administered randomly via mail or e-mail to households within Johnson County.
- d. Provide workshops or other public meetings to solicit public input.
- e. Provide workshop or public presentation of preliminary finding.

### 3. Stakeholder Input – Facilitate input from:

- a. Other county departments (Johnson County Library, Developmental Supports, Mental Health, Planning, Public Works, Facilities, Sherriff's Office, Emergency Management, County Manager's Office, Health & Environment)
- b. The Board of County Commissioners
- c. JCPRD Board
- d. City and other elected officials
- e. JCPRD staff
- f. Municipal park and recreation departments
- g. School districts
- h. The Kansas Department of Wildlife Parks and Tourism
- i. Mid-America Regional Council
- j. User groups and sports clubs

- k. Other recreation providers
  - l. Business and corporate community (e.g., Chambers of Commerce, Convention and Visitors Bureaus, etc.)
4. Programs and Services Analysis
- a. Analyze emerging recreation trends and identify those most applicable to JCPRD's service area.
  - b. Analyze JCPRD's market focus and opportunities.
  - c. Analyze JCPRD's park and recreation services, identify the core services, and prioritize the essential and value-added services.
  - d. Review JCPRD's cost recovery strategy.
  - e. Provide benchmark evaluation of JCPRD parks and facilities against agencies of similar size and community demographics.
  - f. Provide benchmark evaluation of JCPRD programs and services against agencies of similar size and community demographics.
5. Prioritization of Demands and Needs
- a. Review MAP 2020 and JCPRD's progress toward implementing the plan's recommendations.
  - b. Re-assess the recommendations of MAP 2020 against current realities and projected needs
  - c. Facility Needs
    - i. Evaluate the adequacy of existing facilities to accommodate current interests and demands. Provide strategies for re-use or retrofit of facilities that are under-utilized to better meet recreation needs.
    - ii. Review JCPRD-provided facility condition information. Evaluate the effectiveness of current capital repair/replacement practices and recommend improvements to further protect the future of capital investments.
  - d. Capital Development Needs
    - i. Identify capital improvement priorities for the next 5, 10 and 15 years
    - ii. Prioritize development of future parks
  - e. Provide strategies for the development, maintenance, management, and protection of undeveloped park properties.
6. Partnerships
- a. Evaluate JCPRD's interactions, cooperation, and coordination with other county departments. Suggest collaborations with departments that would increase efficiencies or provide additional benefits.
  - b. Collaboration with other jurisdictions
  - c. Collaboration with school districts
  - d. Partnerships with non-profits
  - e. Collaboration with businesses and the corporate sector
  - f. Evaluate the role of the Park and Recreation Foundation of Johnson County. Provide recommendations on the Foundation's future role.
7. Organizational Review
- a. Provide benchmark evaluation of JCPRD's organization, management structure, and staffing

against agencies of similar size and community demographics and recommend improvements if warranted.

8. Land Acquisition and Resource Protection

- a. Analyze open space preservation opportunities and techniques.
- b. Review processes for park dedication and acquisition.
- c. Evaluate current practices for selecting new park and recreation facility sites. Provide methodology and criteria for future land acquisition.
- d. Evaluate practices for protecting unique plants, animals, and ecosystems within JCPRD park properties. Provide strategies to enhance resource protection.

9. Implementation and Funding

- a. Evaluate options and provide recommendations for funding implementation of this plan.

10. Presentation of Findings

- a. Presentation to the JCPRD Board
- b. Presentation to the Board of County Commissioners.

**DELIVERABLES**

- Provide a written report of findings and recommendations. Provide twenty-four (24) printed copies of the final report as well as PDF files of the report, appendix, maps, and executive summary.
- Provide a public presentation package that summarizes the results and recommendations of the plan. This package will include a written Executive Summary and a PowerPoint presentation describing the methodology of the study and providing a general overview of the study's conclusions and recommendations.
- Provide a Capital Improvement Plan with 5, 10, and 15 year project lists and cost estimates.
- Provide a DVD or other digital media with GIS data collected or updated as part of this plan. GIS data should be provided in ESRI file geodatabase format.

**JCPRD PROVIDED ITEMS/SERVICES**

- MAP 2020 Plan (PDF)
- MAP 2020 Report Card
- GIS data for Parks, Recreation Facilities, and Trails in Johnson County. Additional GIS data including census data, municipal and county boundaries, roads, KC Region Natural Resources Inventory land cover, 2012 aerial photography, and other base information.
- Collected materials on park and recreation programs and services provided by JCPRD, municipalities, and other providers in Johnson County.

**SCHEDULE**

The plan is anticipated to be completed in one-year.

Out-of-town consultant teams should consider including a locally based partner to minimize travel expenditures and facilitate interactions with the JCPRD staff and the Johnson County community.

**PROPOSAL**

If your firm is interested in responding, please provide your printed proposal and digital media, delivered to

**JCPRD Attn: Cliff Middleton** at 7904 Renner Road, Shawnee Mission, KS 66219 by the date and time noted on this RFP.

Proposals shall include the following:

1. Letter of Transmittal: Submit of firm's letterhead (limit to 2 pages).
2. Table of Contents
3. Firm Profile: A brief profile of the lead firm (limit to 4 pages).
4. List of Outside Key Consultants
5. Resumes: A list of key personnel to be involved in the work for this project (limit to 8 pages).
6. Illustrative Work: A list of recent similar work performed for other municipalities or agencies, including a description of the work and a current contact name for the municipality or agency.
7. Project Understanding and Approach: (limit to 5 pages)
  - a. A concise statement illustrating your understanding of the services required to successfully deliver this project.
  - b. Provide a summary of your firm's project approach and explain why JCPRD would benefit from selecting your firm to do this work.
8. Additional Information or Resources: (limit to 4 pages)
  - a. An estimate of the total time needed for your firm to complete the work.
  - b. Other information you believe is relevant.

### **RFP EVALUATION**

The following criteria will be used to evaluate the Proposals and to select the consultant for this project:

- (a) Project understanding/approach: Does the project approach demonstrate an understanding of the Scope of Services required by this project?
- (b) Firm's experience with projects of similar technical requirements: Is the firm experienced in strategic planning and parks and recreation master planning? Does the proposal demonstrate the firm's past experience with similar projects? Does the proposal provide references for past projects? Does the proposal address the firm's involvement/responsibilities for each project?
- (c) Qualifications of key personnel. Does the proposal provide the personnel with the experience, background, and skills required by this project? Does the proposal include the specific key personnel that will be assigned to JCPRD's project? Does the proposal adequately describe the specific project involvement of those persons noted in the proposal?
- (d) Responsiveness to the RFP: Does the proposal address all requested information required by RFP?
- (e) Applicable resources: Does the proposal demonstrate the firm's ability to complete the work in a reasonable time? Does the proposal provide a draft schedule for completion of the project?

### **EVALUATION METHOD**

The proposals will be evaluated by the Evaluation Committee composed of JCPRD personnel. Members of the Evaluation Committee will independently review and rate each proposal based on the listed criteria.

The RFP evaluation is a multi-step process. The first step consists of the Evaluation Committee scoring all responsive proposals. This scoring is determined by allocating points totaling 90, which are assigned to the following qualification criteria:

Project understanding/approach  
Firm Experience performing similar work  
Key staff or Firm personnel experience  
Responsiveness to the RFP  
Applicable resources and Schedule

The top three or four firms as determined by the Evaluation Committee proposal scoring will be short listed as finalist firms. The finalist firms will be invited to make individual presentations and interviews with the Evaluation Committee. Interviews with the short listed firms is tentatively scheduled for the morning of Friday February 7, 2014

Following the finalist interviews, the fee proposals of the finalist firms will be opened and scored by an Owner's Representative. Fee proposals will be weighted at 10 points (10% of the total) for this project.

The Owner's Representative will then compute the cost proposal points for each finalist firm and enter those points on each firm's respective interview score sheet. Fee/cost proposal points shall be determined by awarding maximum points to the lowest fee/cost proposal. Fee/cost points for firms other than the lowest will be determined by dividing the lowest proposed cost by other cost proposals being scored, and then multiplying this result times the maximum cost points. The resultant points will then be added to the appropriate firms' total. If after these rankings are calculated there is a tie, the firm with the lowest fee/cost proposal will be selected.

Following the proposal scoring the Evaluation Committee will recommend to the JCPRD Board one firm to provide the services required in this RFP. JCPRD staff will then endeavor to negotiate a contract with the successful firm. In the event that a mutually agreeable contract cannot be negotiated with said firm, the staff will then enter into contract negotiations with the next highest rated firm, and so on until a mutually agreeable contract can be negotiated.

The Evaluation Committee members will be asked to comply with the Johnson County Government Code of Ethics: An official whether elected or appointed and an employee in government service should never act upon any manner in which they, their family, or business has or may have any financial or beneficial interest; and should always declare and disclose the full nature and extent of any personal, family or business interests in any matter related to governmental actions or duties.

### **PROPOSED FEE**

Short-listed finalist consultants shall provide their proposed fees as a not-to-exceed figure in a sealed envelope to the Owner's Representative. Fee proposals shall include a breakdown of fees by major work tasks in addition to the not-to-exceed total. The fee proposal shall be provided to the Owner's Representative at the time of the finalist interviews.

If you have any questions or comments about this project, please do not hesitate to contact me at (913) 826-3425.

Sincerely,

Dec 4 2013 10:34 AM

X 

Middleton, Cliff, PRK



Cliff Middleton  
Planning & Development Manager

Attachments:

- Sample Proposal Ranking Sheet
- Instructions for Completing the Proposal Forms
- Proposal Forms:
  - Table of Contents
  - Forms 1 - 6

The following additional information is available from JCPRD:

- MAP 2020 2001 report

SAMPLE  
PROPOSAL RANKING SHEET

Firm: \_\_\_\_\_

SCORING GUIDELINES

	<u>30 Point Question</u>	<u>25 Point Question</u>	<u>20 Point Question</u>	<u>10 Point Question</u>
Outstanding	25-30	21-25	17-20	9-10
Exceeds Acceptable	19-24	16-20	13-16	7-8
Acceptable	13-18	11-15	9-12	5-6
Marginal	0-12	0-10	0-8	0-4

- |  | <u>Maximum Points</u> | <u>Score</u> |
|--|-----------------------|--------------|
| 1. <b>Project Approach:</b><br>Evaluate the firm's project approach and understanding of the Scope of Services required in the RFP as evidenced by their proposal.   | 20                    | _____        |
| 2. <b>Quality of Similar Work:</b><br>Consider previous experience and references listed in the proposal. Is the firm experienced in providing services similar to that requested in the RFP?  | 20                    | _____        |
| 3. <b>Firm Personnel:</b><br>Consider comparable experience and background of the <u>specific</u> personnel that shall be assigned to the County's project(s) as outlined in the proposal. Also consider the <u>specific</u> involvement of those persons in projects noted in the proposal. | 20                    | _____        |
| 4. <b>Overall Responsiveness:</b><br>Consider whether all requested information was furnished by the firm in the format required by RFP.   | 10                    | _____        |
| 5. <b>Applicable Resources/Schedule:</b><br>Evaluate the extent of applicable resources available to the firm to complete the District's project(s) within the desired schedule  | 20                    | _____        |

TOTAL POINTS \_\_\_\_\_

RANKING \_\_\_\_\_

Ranked By: \_\_\_\_\_ Date: \_\_\_\_\_

The Evaluation Committee member above agrees to comply with the Johnson County Code of Ethics: An official whether elected or appointed and an employee in government service should never allow his judgment to be compromised by any personal, family or business interest not a part of his government service and never act upon any matter in which he, his family, or business has or may have any financial or beneficial interest; and should always declare and disclose the full nature and extent of any personal, family, or business interests in any matter related to governmental actions or duties.

## **INSTRUCTIONS FOR COMPLETING THE PROPOSAL FORMS**

**The following numbered instructions below correspond to the numbers of the questions in the proposal forms. Forms (1-5) are provided as templates that may be used or not as you prefer. The intent is to provide your firm an understanding of the information requested by the District to appropriately evaluate your proposal.**

1. FORM 1: Show name and address of the individual or firm (or joint venture), which is submitting this form for the project.
  - 1d. List the name, title, and telephone number of that principal who will service as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
  - 1e. Give the address of the specific office, which will have responsibility for performing the announced work.
2. Please list the number of people, by discipline, which your firm/joint venture will commit to the County's project.
3. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations expected to be included as part of the joint venture and describe their particular areas of anticipated responsibility (i.e. technical disciplines, administration, planning, financial, environmental, etc.).
  - 3a. Indicate, by checking the appropriate box, whether this particular joint venture has worked together on other projects.
4. FORM 2: If respondent is not a joint venture, but intends to use outside (as opposed to in-house or permanently and formally affiliated) consultants or associates, names and addresses of all such individuals or firms should be provided, as well as their particular areas of technical/professional expertise, as it relates to this project. Existence of previous working relationships should be noted. If more than ten outside consultants or associates are anticipated, attach an additional sheet containing requested information.
5. FORM 3: Regardless of whether respondent is a joint venture or an independent firm, provide brief resumes of key personnel expected to participate on this project. Care would be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization. If any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two PhD's, list both), the year received and the particular technical/professional discipline which that individual will bring the project, (f) if registered as an architect, engineer, surveyor, etc. show only the field of registration and the that such registration was first acquired. If registered in several states, do not list states, and (g) a synopsis of experience, training, or other qualities, which reflect individual's potential contribution to this project. Include such data as: familiarity with Government or agency procedures, similar type of work performed in the past, management abilities, familiarity with the geographic area, etc. please limit synopsis of experience to directly relevant information.
6. FORM 4: List up to ten projects (one per Form 4 sheet), which demonstrate the firm or joint venture's competence to perform work similar to that likely to be required on this project. More recent projects are preferred. Prime consideration will be given to projects that illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) completion data (actual when available, otherwise estimated), (c) name and address of the owner of that project, (d) total construction cost of completed project (or where no construction was involved, the approximate cost of respondent firm's work) and that percentage of the project for which the named firm was/is responsible), (e) name and phone number of individual to contact for reference, preferably the project owner's project manager (the name of the individual indicated and their information must be current), (f) a narrative description of the example project including quantifiable data wherever possible, e.g. square footage, site acreage, etc. (photographs and other relative supporting data may be attached to this form in support of this question), (g) brief description of type and extent of services provided for each project, (h) firm or joint venture's personnel that worked on the example project that will be assigned to the District's project (include each individual's role on the example project).
7. FORM 5: Through narrative discussion, show reason why the firm or joint venture submitting this questionnaire believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by the firm or individuals for similar work, special approaches or concepts developed by the firm relevant to this project, etc. respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic material and photographs, which best demonstrate design capabilities of the team proposed for this project.
8. Completed forms should be signed by the chief executive officer of the firm or joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the architect/engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture. ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.

**Forms (1-5) are provided as templates that may be used or not as you prefer. The intent is to provide your firm an understanding of the information requested by the District to appropriately evaluate your proposal. Should you choose to modify or change the forms, that is acceptable but if you fail to provide the information requested that may impact your evaluation scores.**

**The Only form that may not be modified is Form 6 (Pricing)**



**TABLE OF CONTENTS**

The following table set forth the specific items to be addressed in your proposal. Respondents must return this or a similar page with their proposal and with corresponding page numbers indicated on the information submitted within their proposal.

	<b>Response Page Number</b>
<b>A. LETTER OF TRANSMITTAL: Submit on firm’s letterhead; limit to 2 single sided pages.</b> 1. Include additional relevant information not requested elsewhere in the RFP. 2. The signature of the letter shall be that of a person authorized to represent and bind the firm	
<b>B. TABLE OF CONTENTS: Include the appropriate page numbers.</b>	<b>Page 1</b>
<b>C. FIRM PROFILE:</b>	<b>Page 2</b>
<b>D. LIST OF OUTSIDE KEY CONSULTANTS/ASSOCIATES THAT WILL BE USED FOR JCPRD’S PROJECT:</b>	<b>Page 3</b>
<b>E. RESUMES:</b>	<b>Pages to</b>
<b>F. ILLUSTRATIVE WORK:</b>	<b>Pages to</b>
<b>G. PROJECT UNDERSTANDING AND APPROACH: Limit to four (4) single sided pages.</b> 1. Concisely state the firm’s understanding of the services required by JCPRD. 2. Provide a summary of the firm’s proposed project approach, including any unique or challenging aspects of the approach, if appropriate.	<b>Pages to</b>
<b>H. ADDITIONAL INFORMATION OR RESOURCES: Form 5 provided (This form must be signed and dated).</b>	<b>Page</b>

<b>FEE STRUCTURES (TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)</b>
---

FORM 1

<p>1. Firm (or joint venture) Name &amp; Address Click here to enter text.</p>	<p>1c. Licensed to do business in the State of Kansas _____ yes      no _____</p>
<p>1a. Firm is ___ National ___ Regional ___ Local</p>	<p>1d. Name, Title &amp; Telephone Number of Principal to Contact Click here to enter text.</p>
<p>1b. Year Firm Established Click here to enter text.</p>	<p>1e. Address of office to perform work, if different from item 1 Click here to enter text.</p>
<p>2. Please list the number of people by discipline that your firm/joint venture will commit to JCPRD's project. Click here to enter text.</p>	
<p>3. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm: Click here to enter text.</p>	
<p>3a. Has this joint venture previously worked together? _ yes      ___ no</p>	

PROPOSAL PAGE

FORM 2

4. If respondent is not a joint venture, list outside key consultants/associates that shall be used for JCPRD's project.		
Name & Address	Specialty	Worked with prime before (Yes or No)
1) Click here to enter text.	Click here to enter text.	Click here to enter text.
2) Click here to enter text.	Click here to enter text.	Click here to enter text.
3) Click here to enter text.	Click here to enter text.	Click here to enter text.
4) Click here to enter text.	Click here to enter text.	Click here to enter text.
5) Click here to enter text.	Click here to enter text.	Click here to enter text.
6) Click here to enter text.	Click here to enter text.	Click here to enter text.
7) Click here to enter text.	Click here to enter text.	Click here to enter text.
8) Click here to enter text.	Click here to enter text.	Click here to enter text.
9) Click here to enter text.	Click here to enter text.	Click here to enter text.

PROPOSAL PAGE

FORM 3 – RESUMES

<b>5. Brief resume of key persons, specialists and individual consultants that shall be assigned to JCPRD’s project.</b>	
<b>a. Name and Title:</b> Click here to enter text.	<b>b. Project Assignment:</b> Click here to enter text.
<b>c. Name of firm with which associated:</b> Click here to enter text.	<b>d. Years experience: With the firm _____</b> <b>With other firms _____</b>
<b>e. Education: Degree(s)/Year/School/Specialization</b> Click here to enter text.	<b>f. Active Registration: Year First Registered/Discipline</b> Click here to enter text.
<b>g. Other Experience and Qualifications relevant to the proposed project:</b> Click here to enter text.	

<b>5. Brief resume of key persons, specialists and individual consultants that shall be assigned to JCPRD’s project.</b>	
<b>a. Name and Title:</b> Click here to enter text.	<b>b. Project Assignment:</b> Click here to enter text.
<b>c. Name of firm with which associated:</b> Click here to enter text.	<b>d. Years experience: With the firm _____</b> <b>With other firms _____</b>
<b>e. Education: Degree(s)/Year/School/Specialization</b> Click here to enter text.	<b>f. Active Registration: Year First Registered/Discipline</b> Click here to enter text.
<b>g. Other Experience and Qualifications relevant to the proposed project:</b> Click here to enter text.	

PROPOSAL PAGE

FORM 4 – REFERENCES

Work by firm or joint venture members which best illustrates current qualifications relevant to the County’s project that has been/is being accomplished by personnel that shall be assigned to JCPRD’s project. List no more than ten (10) projects.

<u>6a. Project Name &amp; Location</u> Click here to enter text.		<u>6c. Project owners Name &amp; Address</u> Click here to enter text.	
<u>6b. Completion Date (Actual or Estimated)</u> Click here to enter text.			
<u>6d. Estimated Cost (In Thousands)</u> Click here to enter text.		<u>6e. Project Owner’s Contact Person, Title, &amp; Telephone Number</u> Click here to enter text. Email: Click here to enter text.	
Entire Project \$ Click here to enter text.	Work for Which Firm Was/Is Responsible (%) Click here to enter text.		
<u>6f. Scope of Entire Project</u> (Please give quantitative indications wherever possible) Click here to enter text.			
<u>6g. Nature of Firms Responsibility in Project</u> (Please give quantitative indications wherever possible) Click here to enter text.			
<u>6h. Firm’s Personnel (Name/Project Role) That Worked on the Stated Project That Shall Be Assigned to JCPRD’s Project</u> Click here to enter text.			

PROPOSAL PAGE

FORM 5

7. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for JCPRD's project.

[Click here to enter text.](#)

8. The foregoing is a statement of facts.

Date:

Signature \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Typed Name and Title: [Click here to enter text.](#)

PROPOSAL PAGE

**SUBMIT THIS FORM IN A SEPARATE SEALED ENVELOPE**

**FORM 6**

**PROPOSED COST**

Click here to enter text.

SUBMITTED \_\_\_\_\_

Signature

Click here to enter text.

Title Authorized Representative of

Click here to enter text.

Firm Name

Click here to enter text.

Address

Click here to enter text.

City and State

Click here to enter text.

Telephone No.

Click here to enter text.

Date

*Note: Failure to state all costs associated with the service being provided including disclosure of any anticipated travel, printing, or other miscellaneous costs may result in such fees not being honored or paid by JCPRD.*