

REQUEST FOR BIDS

Naturally Meramec Website Updates

The Meramec Regional Planning Commission (MRPC) is requesting bids for work completed on the Naturally Meramec Website (naturallymeramec.org). This includes additional web pages, operational fixes, member access and overall functionality. MRPC has received funding from The Delta Regional Authority under the Naturally Meramec Consortium to coordinate the maintenance and development of the Naturally Meramec Website.

Bid specifications are as follows:

- Scope of work: See attached list of Naturally Meramec Website Scope of Work Required by MRPC.
- References: Please provide the names, addresses and phone numbers of at least three references. These should be clients who can provide feedback on the technical assistance and implementation services you provided in the past. Please also provide name and contact information for any subcontractors that would be used (if any).
- Location: The Meramec Regional Planning Commission (MRPC) includes Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington Counties. Please provide a location/physical address where your operation will be located.
- Bidding: All bids must be submitted as sealed bids. Please provide the bid proposal to address all the services required in the list of Technical Assistance and Implementation Services required by MRPC as attached. Please provide bid pricing for services as a total cost with cost break down for each budget category as follows:
- Personnel: provide an hourly rate breakdown as well as number of hours for each personnel class working on the job. Please provide in detail if any of the work will be subcontracted out - which job, which personnel, hourly rate of pay, how many hours of work, fringe benefit rate and etc. if applicable.
 - Equipment cost, if applicable.
 - Supply cost, if applicable.
 - Travel cost, if applicable.
 - Other costs- provide details if applicable.
- Timeframe: Bids must be submitted no later than Friday, March 22 to Meramec Regional Planning Commission (MRPC), 4 Industrial Drive, St. James, MO 65559. The bids will be evaluated and selected by MRPC Staff.

All responses to the RFP **must** contain:

- Name of firm, address, telephone, fax, web site and electronic mail (if applicable) and contact person(s).
- Name and title of authorized person of the firm.
- Signature and date of authorized person of the firm.

- Background on the contractor and any affiliations and relevant experience and background.
- List of three references, with addresses and phone numbers. These should be previous clients who can provide feedback on the technical assistance and implementation services being proposed.
- Detailed description of the bid proposal to address the Scope of Work assistance/services required. Please provide your responses in the same order as in the Scope of Work required by MRPC.
- Pricing should be a lump sum for total with cost breakdown as described above. Please provide your responses in the same order as the information required.
- E-Verify compliance status. Contractor must be in compliance with E-verify law. This is the law that requires employers to verify that their employees are eligible for employment.

Interested firms should submit their qualifications and proposals on or prior to Friday, March 22. Bids will be accepted as sealed bids only to Orin Pogue, Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559.

Questions can be directed to Orin Pogue at the following:

Telephone: (573) 265-2993 ext. 149

E-mail: opogue@meramecregion.org

Meramec Regional Planning Commission reserves the right to reject any or all bids.

Thank you for your interest in providing services to MRPC.