



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
www.sedgwickcounty.org/purchasing

604 N. Main, Suite F

Wichita, KS 67203

Telephone (316) 660-7255

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REQUEST FOR PROPOSAL
#05-0080
FEE APPRAISAL SERVICES
FOR THE SEDGWICK COUNTY DOWNTOWN ARENA

November 4, 2005

Sedgwick County, Kansas (hereinafter referred to as the "County") is seeking professional services to provide market analysis and fee appraisal services related to the purchase of real property in support of the new Sedgwick County Arena in downtown Wichita. No specific amount of business beyond what is contained in the "Scope of Services" can be guaranteed. The recommendations and reports produced from these services will be used by Sedgwick County Officials in determining the initial purchase offer to affected property owners. Please carefully review this document and if you are interested in responding to this request for proposal commensurate with the conditions, instructions, requirements, and specifications as contained herein, provide eight (8) copies of the *Response Form* along with a comprehensive proposal and return to 604 N. Main, Suite F, Wichita, KS 67203, no later than 1:45 pm, CST, Tuesday, December 6, 2005. **Late responses will not be accepted and will not receive consideration for final award.**

Any questions regarding this document must be submitted in writing to Iris Baker, Purchasing Director, at ibaker@sedgwick.gov by noon, Friday, November 18, 2005. Any questions of a substantive nature will be answered in written form as an addendum and posted on the Sedgwick County Purchasing website at www.sedgwickcounty.org/purchasing, under online services; current RFP's/RFQ's; to the right of the RFP number and description by Tuesday, November 22, 2005 at 5:00 pm (CDT). **Vendors are responsible for checking the website and acknowledging any addendums in their response.**

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this solicitation at the Sedgwick County Board of Bids and Contracts meeting. Other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. Because purchases or contractual agreements of this nature require the expenditure of public funds and the use of public facilities, the successful proposer shall understand that portions (potentially all) of their proposal (including any final contracts) will become public record after acceptance by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your team to handle this account and **will not** be shared with any other persons not involved with the selection process during the request for proposal process.

Iris Baker, C.P.M.
Purchasing Director

1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is **seeking a solution**, as described on the cover page and in the following Background Information section. This is **not a bid/quotation** meeting firm specifications for the lowest price, and as such, **the lowest price proposed will not guarantee an award** recommendation. As defined in Charter Resolution No. 57, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be reviewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal.

2. BACKGROUND and OBJECTIVES

The County is interested in receiving proposals that will provide comprehensive market analysis and fee appraisal services for each parcel that will be purchased in support of the construction of the new Sedgwick County Arena located in downtown Wichita. The County has identified four (4) sites where the arena may be located in downtown Wichita. Maps of the potential sites can be found at <http://www.sedgwickcounty.org/arena/index.cfm>. Specific parcels will be identified through addendum, after the final site selection is made. The site selection process should be complete by Mid-November.

Broadly stated, the selected firm, or firms, will be responsible for completing comprehensive market analysis and fee appraisals for each parcel the County intends to purchase. A critical part of these services will be the commitment by each selected firm to cooperate with the County and its real estate acquisition vendor who will be selected at a later date. The successful firm(s) will also be responsible for representing the County in testifying in support of the evaluations during any court proceedings that may arise as a result of the work completed during this project.

3. CONFIDENTIAL MATTERS and DATA OWNERSHIP

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

4. SCOPE OF SERVICES

Sedgwick County is interested in proposals that will obtain quality services for Sedgwick County at competitive fees. Each firm should provide a per parcel rate for the described scope of services as follows:

1. Evaluate each parcel by developing and using each of the three generally accepted appraisal methods (sales comparison, income capitalization, and cost approach) and after considering the results of such data prepare a formal written report and state a professional opinion of fair market value therefor to be used by the County in preparing acquisition offers.
2. Provide ongoing advice and consultation to Sedgwick County staff concerning the produced reports.
3. Timely response to questions from the County including clarifications or updates to analysis as may required during the land acquisition process.
4. Providing bi-weekly reports, through project completion, to the County summarizing the status of all research and appraisals.
5. The successful firm may be required to meet with Sedgwick County officials as needed for the purpose of updating progresses and providing advice to the County during the land acquisition process.
6. Provide eight (8) copies of each appraisal analysis report as soon as it is complete.
7. Perform each appraisal in accordance with USPAP standards.
8. Support, assist and cooperate with the County in the condemnation process as necessary by consulting with condemnation counsel, preparing supplemental reports, responding to discovery requests and testifying at trial.

5. MINIMUM QUALIFICATIONS

The successful firm shall have the following minimum qualifications:

1. Hold a general certified license in the State of Kansas as an appraisal professional.
2. Have at least 5 years experience in providing these types of services.
3. Provide services in accordance with all local, state, and federal laws, codes, or ordinances.

6. MANDATORY REQUIREMENTS

These guidelines are provided to assist participating firms in formulating a thorough response for services outlined in this document. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided. The successful firm(s) shall:

1. Submit a statement describing the firms' present and projected workload, staffing, and ability to provide prompt, quality services at competitive rates.
2. Submit a statement disclosing any current, pending, or potential disciplinary action or complaint to State Board of Appraisers or other like proceedings against any partner or associate of your firm or team.
3. Submit a list of references and any other information that your firm deems relevant and useful to the selection of these services. Include detail of experience in appraising industrial and commercial real estate in downtown Wichita.
4. Submit the name of the lead person from your firm, and a brief biography of said appraiser, who will be responsible for managing this work for the County. Submit the same information for all personnel doing this work.
5. Submit a list of clients who own or lease property in the four sites that your firm provides any professional service. This list can be narrowed down to include only the properties included in the final site once the County has determined this information.
6. Disclose any actual or potential conflicts of interest with Sedgwick County, its officers, agents and employees as well as any clients within the four areas under consideration.
7. A critical part of these services will be the commitment by each selected firm to cooperate with the County and its real estate acquisition vendor that will be selected at a later date.
8. Services will be provided through closing of the last property or final adjudication in case of condemnation. References should include sources related to both experiences.
9. Due to the high public interest of this project, the successful firm or firms will conform to the County's request to maintain strict confidentiality about all matters of this project.
10. All media, citizen, and public official requests for information are to be directed to the Sedgwick County Communications Department at 660-9370.

7. TENTATIVE TIME LINE

The following dates are provided to assist interested firms in planning participation in the project described herein. The dates listed, however, are in no way a guarantee and are subject to change without notice.

Issue Request for Proposal-----Friday, November 4, 2005
Last Date to Request Clarifications, Information and Questions -----Friday, November 18, 2005
Last Addendum Issued -----Tuesday, November 22, 2005
Proposals due-----1:45 pm, Tuesday, December 6, 2005
Proposal Evaluations and Interviews-----December 6 through December 14, 2005
Board of Bids and Contracts Recommendation-----Thursday, December 22, 2005
Board of County Commissioners Award-----Wednesday, December 28, 2005

8. SEDGWICK COUNTY’S RESPONSIBILITIES

To assist the selector vendor(s), Sedgwick County will do the following:

1. Provide all information, as legally allowed, in possession of the County, which relates to the County’s requirements for the project or which is relevant to the project.
2. Assist in obtaining permission to enter public and private property as required to perform services.
3. Examine all studies, test results, reports, sketches, drawings, specifications, and proposals, and other documents presented/forwarded by the vendor.
4. Designate a person to act as the County’s representative with respect to the work to be performed under this Agreement for each project. Such person shall have the authority to transmit instructions, receive information, interpret and define the County’s policies and decisions with respect to materials, equipment, elements, and systems pertinent to these services.
5. Provide all media releases related to this work.
6. Provide all site maps showing the location of the project site.
7. Provide all control numbers and parcel identification number for the project site.

9. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal and any interviews required verifying the ability of proposer to provide services in response to this document. A review committee will select the proposals that appear most beneficial. Representatives of Sedgwick County will judge each firm’s response as determined based on the following criteria:

- Demonstrating clearly and completely, your organization’s ability and capacity to meet all Request for Proposal Conditions and miscellaneous instructions as outlined herein.
- Demonstrating the skill and experience necessary to meet the County’s needs.
- Meeting Minimum Qualifications and all Mandatory Requirements as outlined herein.
- Proposing services described herein with the most advantageous and prudent methodology and costs to the County.
- Providing references for which similar scope of services have been provided in the last 3 years. Include location, contact person, telephone number, length of contract, and any other pertinent information related to this type of project.

NO NEGOTIATIONS, DECISIONS OR ACTIONS SHALL BE INITIATED BY ANY FIRM AS A RESULT OF ANY VERBAL DISCUSSION WITH ANYONE, INCLUDING COUNTY EMPLOYEES PRIOR TO COMPLETION OF THE RFP PROCESS.

Sedgwick County, Kansas reserves the right to select the service/provider which best meets its required needs, budget constraints, quality levels, and administrative expectations. Due to the importance of this project, the County also reserves the right to select one or more firms to accomplish this task in a timely manner.

Proposals will be screened by a Review Committee comprised of: Assistant County Manager/Project Leader, County Counselor, Project Manager, Deputy CFO, Facilities Director, County Appraiser and City Property Manager. This committee may select a limited number of prospective vendors for interview prior to recommending award.

10. CONTRACT PERIOD and PAYMENT TERMS

A contractual period for services will begin approximately December 7, 2005 and continue through closing or adjudication of the last parcel acquired for this project.

If through any cause, the successful firm shall fail to fulfill, in a timely and proper manner, its obligations under this contract, or if the successful firm shall violate any of the covenants, agreements or stipulations of this contract, the County shall thereupon have the right to terminate this contract, by giving a 5-day written notice. In the event of such termination for cause, the successful firm shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to the termination of this contract.

Additionally, the County reserves the right to terminate the contract for convenience at any time during the contract period, by giving 5-day written notice. In the event of such termination for convenience, the successful firm shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to the termination of this contract.

Finally, the right of the County to enter into this contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. This contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of this contract the County reserves the right to unilaterally sever, modify, or terminate this contract at any time if, in the opinion of its legal counsel, the contract may be deemed to violate the terms of such laws.

Payment will be made following receipt of each appraisal report.

Independent Contractor Relationship: Contractor will act as an independent contractor in providing services and performing duties required by the County. Contractor will be at all times acting as an independent contractor and not as an officer, agent, or employee of the County. As an independent contractor, Contractor and any employees of the Contractor will not be within the protection of coverage of County's worker's compensation insurance, nor shall Contractor, and employees of Contractor, be entitled to any current or future benefits provided to employees of the County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Contractor.

Indemnification: Contractor will hold and save Sedgwick County, Kansas, and its officers, agents, servants/employees harmless from liability of any nature of any kind connected with the work to be performed arising out of any negligent or willful act or omission of any employee or agent of Contractor to the degree such indemnification is allowed by law in the performance of the contract.

11. PROPOSAL CONDITIONS

In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. Vendors will understand that pricing offered in the proposal document will be provided to other government entities with whom Sedgwick County regularly enters into cooperative agreements.
2. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
3. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.

4. The proposals submitted, and any further information acquired through interviews, will become, and are to be considered, a part of the final, completed contract. If there is any variance or conflict, the proposal specifications, conditions, and requirements will control.
5. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint. The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
6. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
7. **Prices proposed may not be withdrawn for a period of 120 days immediately following the opening of this Request for Proposal. Prices MUST also be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.**
8. **Proposers MUST return eight (8) signed, completed copies of attached Response Form to Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3672, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt.**
9. **Envelopes containing Response Forms must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal opening date, and proposal opening time.**
10. Sedgwick County interprets the term "lowest responsible bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, availability of materials and supplies, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective proposers.
11. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist Sedgwick County in analyzing your proposal.
12. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
13. After the award, if the successful proposer/ supplier refuses or fails to make deliveries of the materials within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful proposer will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
14. The supplier will hold and save Sedgwick County, Kansas, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
15. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
16. The Proposer agrees to comply with K.S.A. 44-1030 which reads as follows: "The Proposer hereby agrees that" :
 - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
 - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
 - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
 - d. If he or she is found guilty of a violation of the Kansas Act Against Discrimination under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
 - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
17. Sedgwick County will retain the right to reject any and/or all proposals received, and responses to these and/or related documents, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that the Proposer's sureties and insurers are subject to the approval of the County.
18. The vendor responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
19. If a response to this Request for Proposal is accepted, the Proposer agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer. The Proposer agrees that the surety/deposit

given concurrently herewith will become the property of the County in the event the Proposer fails to execute and deliver such contract within the specified time. In the further event of such failure, the Proposer will be liable for the County's actual damages that exceed the amount of the surety.

20. It will be understood that time is of the essence in the Proposer's performance. The Proposer agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Proposer defaults in the performance of the Contract Documents, the Proposer will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
21. The Proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, that he or she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
22. All products/services and related equipment proposed and/or affected by acquisitions or purchases made as a result of the response to this document will be Year 2000 compliant with existing County hardware, software, and applications where applicable. Verification must be provided in the response to this document.
23. The Proposer certifies that this proposal is submitted without collusion, fraud or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open and competitive proposing among all vendors.
24. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
25. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal, including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
26. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Proposals must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for proposals which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a proposal response via a facsimile does NOT relieve the proposer of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-proposal conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of proposal sureties (bonds, certificates of insurance, etc.)
27. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finders fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposers services, or (2) benefit from an award resulting in a Conflict of Interest. A Conflict of Interest will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
28. Purchase contracts entered into as a result of this document are subject to the laws of the State of Kansas and any local resolutions specifically applicable to the purchase.
29. Unless specified otherwise, all items/services proposed are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
30. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications/requirements, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
31. The Proposer must provide Sedgwick County with a toll-free telephone number, OR accept collect calls. FAX numbers should also be provided if available.

12. PROPOSAL RESPONSE FORM (O5-0080) FEE APPRAISEL SERVICES FOR SEDGWICK COUNTY ARENA

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, team or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm or team in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

LEAD FIRM NAME: _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____

TAXPAYER I.D. NUMBER _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

TYPE OF ORGANIZATION (check one):

Sole Proprietorship _____ Partnership _____ Corporation _____ Public Corporation _____
MINORITY BUSINESS ENTERPRISE _____ WOMAN-OWNED BUSINESS ENTERPRISE _____
SMALL BUSINESS ENTERPRISE _____ MANUFACTURER _____ DISTRIBUTOR _____
RETAIL _____ DEALER _____ SERVICE _____ NUMBER OF LOCATIONS _____
NUMBER OF PERSONS EMPLOYED _____

We acknowledge receipt of the following addenda: #1 _____, #2 _____, #3 _____, #4 _____

I/We _____, PROPOSE TO PROVIDE THE PROFESSIONAL SERVICES PER THE REQUIREMENTS OUTLINED IN THIS REQUIRECT FOR PROPOSA. I/We also certify that this proposal is valid for 120 days from the date this proposal and attached information is received and filed by Sedgwick County.

NOTE: This proposed fee shall be in an amount sufficient to cover traditional reimbursable costs such as:

- a. Transportation and subsistence expenses of employees, principals and partners incurred during travel.
- b. Communication expenses such as long distance telephone, telegraph, facsimile, express or messenger charges, and postage.
- c. Specialized equipment including computers, computer time, software, printers, scanners, etc.
- d. Should not include any charges for personnel bonuses, employee training, employee morale programs, principal bonuses, general liability, auto liability, or professional liability insurance.

Services shall be provided at a not to exceed cost of \$ _____ per unit.

Expert testimony service shall be provided an hourly cost of \$ _____ per hour.

Updated or supplemental reports shall be provided at a cost of \$ _____ each.

Total number of days required to complete this project: _____

13. PROPOSAL CONTENT and FORMAT

- Provide a synopsis of your proposal describing how it fulfills Sedgwick County's program concept, requirements, and goals.
- Provide a statement of the respondent's background, experience, and understanding of services required.
- Identify the staff, along with their qualifications, who will be providing services to Sedgwick County. Include two references from this individual's prior experience.
- Identify any outside firms used by your firm for special investigations, etc. and the fee charged by these agencies. This fee is a part of your proposed cost.
- Submit a statement describing your firm's present and projected workload, staffing, and ability to provide prompt, quality legal services at competitive rates.
- Submit a statement disclosing any current, pending, or potential disciplinary action or other like proceedings against any partner or associate of your firm.
- Describe any characteristics or capabilities, which may make your firm uniquely qualified to provide the services to Sedgwick County.
- Identify at least four (4) references including the organization, address, contact person, phone number, date of services, and scope of services.
- Please include a copy of the real estate appraisal license for each key staff member involved in fulfilling these services.
- Please include a copy of your insurance.
- Provide any additional information necessary to assist the County in evaluating your proposal may also be submitted.
- Provide proposal response form.

In submitting a proposal, firm acknowledges every section of this document including all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which document is outlined. Exceptions to any part of this document and any attachments should be clearly delineated and detailed throughout this proposal process.

AUTHORIZED SIGNATURE: _____ TITLE _____
DATE _____