

CITY OF BROOKFIELD, MISSOURI

REQUEST FOR PROPOSALS

ZONING ADMINISTRATION AND
PERMITTING SERVICES

RFP NUMBER	2026-CEZP-01
ISSUE DATE	August 31, 2026
QUESTIONS DUE	4:00 p.m. Central Time, September 11, 2026
PROPOSALS DUE	4:00 p.m. Central Time, September 30, 2026
CONTRACTING METHOD	Qualifications-first professional services selection
ANTICIPATED START	December 1, 2026

CITY CONTACT

Brandon Roberts, City Manager

116 West Brooks Street | Brookfield, Missouri 64628
660-258-3377 | brookfieldcity.com

1. INVITATION

The City of Brookfield, Missouri ("City") requests proposals from qualified firms or individuals to provide professional zoning administration, permitting, development-review, and related municipal services on an as-needed basis.

The City seeks qualified professional capacity that can supplement existing City staff when zoning, permitting, or development-review matters require technical assistance. Services are anticipated to be provided primarily on an as-needed basis, with remote support and scheduled on-site work when necessary.

The successful proposer shall designate a qualified individual to serve as the City's primary Zoning Administration/Permitting Consultant, subject to any appointment, designation, approval, or authorization required by the Brookfield Code of Ordinances and Missouri law.

This is a qualifications-first procurement for professional services under Section 2-204 of the Brookfield Code of Ordinances. The City will rank proposers on qualifications, approach, municipal experience, staffing capacity, responsiveness, and demonstrated ability to meet the City's needs. The City will then negotiate scope, staffing, compensation, and contract terms with the proposer selected as most qualified. If agreement cannot be reached, the City may terminate negotiations and proceed to the next most qualified proposer.

Important: Submit the Cost Proposal Form in a separate sealed envelope inside the proposal package. Preliminary pricing will not be scored in the initial qualifications ranking.

2. COMMUNITY AND PROJECT BACKGROUND

Brookfield is a third-class municipality in Linn County, Missouri. The City administers zoning, land-use regulations, building and sign permits, development applications, and related requirements under the Brookfield Code of Ordinances and applicable Missouri law. The City separately contracts with the Green Hills Regional Planning Commission ("GHRPC") for assigned nuisance and code-enforcement functions.

The City's zoning ordinance assigns significant administrative responsibilities for zoning administration, permit review, recordkeeping, and related determinations. Existing City staff require professional assistance with these functions while continuing to rely on GHRPC for its assigned nuisance and code-enforcement responsibilities.

The City's objectives are to:

1. Establish consistent administration of zoning and development regulations;
2. Improve permit processing and development-review services;
3. Provide timely professional review of zoning, land-use, and permit applications when requested;
4. Establish clear, consistent, and legally sound zoning and permitting procedures;

5. Address pending zoning, permitting, and land-use matters efficiently;
6. Improve zoning, permitting, and document management;
7. Support the Planning and Zoning Commission, Board of Adjustment, City Manager, City Council, and City Attorney;
8. Improve coordination among City departments and contracted service providers;
9. Maintain legally sufficient zoning, permitting, hearing, and appeal records; and
10. Develop a sustainable system that can be administered consistently over time.

3. RELATIONSHIP TO GREEN HILLS REGIONAL PLANNING COMMISSION

The City maintains a separate relationship with the Green Hills Regional Planning Commission ("GHRPC") for certain nuisance and code-enforcement functions. GHRPC will continue performing the nuisance-related responsibilities assigned under its existing agreement with the City. The successful proposer will not replace GHRPC's existing nuisance role unless the City modifies those responsibilities in writing.

Following award, the City will provide the applicable GHRPC agreement and establish a written division-of-responsibility matrix. The contractor shall:

- ☐ Coordinate with GHRPC when a zoning or permitting matter overlaps with an assigned nuisance or code-enforcement matter;
- ☐ Promptly refer nuisance complaints or enforcement matters assigned to GHRPC;
- ☐ Avoid duplicating services assigned to GHRPC;
- ☐ Share relevant zoning, permit, or related information with GHRPC and the City when legally appropriate;
- ☐ Participate in periodic coordination meetings when requested by the City Manager; and
- ☐ Maintain clear records identifying matters referred to or coordinated with GHRPC.

Nothing in this RFP transfers final administrative, legislative, prosecutorial, judicial, or other authority that must remain with the City or a designated City official.

4. SCOPE OF SERVICES

The following scope represents the minimum as-needed professional services contemplated. Proposers are encouraged to recommend procedures or services that would improve the City's zoning and permitting program while controlling cost.

Initial Program Assessment and Transition

At the beginning of the contract, the contractor shall assess the City's existing zoning and permitting system. The assessment shall include:

1. Review of applicable portions of the Brookfield Code of Ordinances, zoning regulations, and official zoning map;
2. Review of permit applications, zoning forms, notices used in zoning or permitting matters, and administrative procedures;
3. Review of pending zoning, variance, conditional-use, rezoning, subdivision, sign, building-permit, and similar matters;
4. Identification of procedural, documentation, or recordkeeping deficiencies;
5. Identification of conflicting, outdated, ambiguous, or difficult-to-administer code provisions;
6. Review of coordination procedures among the City, GHRPC, City Attorney, Fire, Public Works, Water and Sewer, and other involved parties; and
7. Development of an implementation plan for ongoing administration.

The contractor shall prepare a written Zoning Administration and Permitting Transition Report identifying immediate priorities, recommended workflows, pending applications, and administrative improvements.

Zoning Administration

The contractor shall provide zoning-administration assistance as requested by the City, including:

1. Interpreting and applying zoning-district regulations and determining applicable zoning districts;
2. Reviewing proposed uses and development proposals for zoning compliance;
3. Reviewing setbacks, lot dimensions, lot coverage, parking, screening, and related requirements;
4. Responding to zoning questions from residents, property owners, businesses, developers, real-estate professionals, and City staff;
5. Preparing written zoning determinations when appropriate and maintaining zoning-administration records;
6. Reviewing nonconforming uses or structures and assisting with zoning-map boundary interpretation;
7. Coordinating difficult determinations with the City Manager and City Attorney;
8. Identifying matters requiring Planning and Zoning Commission, Board of Adjustment, or City Council action; and

9. Providing other zoning-administration services requested by the City and within the negotiated scope.

The contractor shall administer only codes, standards, and requirements actually adopted and legally applicable to the City.

Permitting

The contractor shall administer or substantially assist with permits required under the Brookfield Code of Ordinances, including, as applicable, zoning-related building permits, sign permits, demolition permits, mobile-home or manufactured-housing placement permits, certificates or approvals associated with zoning compliance, accessory-structure reviews, development-related permits, and other permits assigned by the City Manager.

Responsibilities include application completeness review; site plan and document review; zoning determination; requests for additional information; site inspections; approval, denial, or conditional approval recommendations; issuance when formally authorized; recordkeeping; expiration and completion tracking; follow-up inspections; and coordination of City-established fee collection.

City fees: All City fees will be established by the City and collected, accounted for, and deposited through City-approved procedures. The contractor may not impose or collect any additional fee directly from an applicant unless expressly authorized in writing.

Planning and Zoning Commission Support

When requested, the contractor shall provide professional staff support for matters submitted to the Planning and Zoning Commission. Services may include application and completeness review; staff reports; identification of ordinance standards; site review; maps, photographs, and exhibits; rezoning, conditional-use, subdivision, and plat review; findings or recommended findings; public-hearing materials; meeting attendance and presentations; applicant coordination; follow-up; and preparation of materials transmitted to the City Council.

The contractor shall provide objective professional analysis and shall not substitute its judgment for decisions vested in the Commission or City Council.

Board of Adjustment Support

The contractor shall assist with matters appealed to or otherwise considered by the Board of Adjustment. Services may include processing variance applications and administrative appeals; preparing staff reports, standards, and exhibits; supporting required notice; attending hearings; presenting facts; maintaining the administrative record; and implementing the Board's decision. Final decisions reserved by law to the Board remain with the Board.

Zoning and Permit Applicant Assistance

When requested by the City, the contractor shall answer questions from applicants, property owners, contractors, developers, and City staff regarding zoning requirements and building/land-use permit applications; identify the applications or approvals that appear to be required; and explain the applicable review process in understandable terms.

The contractor shall not promise approval of any application requiring discretionary action by a City board, commission, or City Council.

Code and Codification Support

When requested, the contractor shall assist administration in identifying obsolete, conflicting, inconsistent, unclear, or difficult-to-administer provisions; outdated permit procedures; missing administrative procedures; conflicts between zoning and other Code provisions; and technical considerations for amendments. The contractor may recommend procedural improvements and coordinate with the City's codification provider. Legal interpretation and ordinance drafting remain subject to City Attorney review.

Historic-Preservation Coordination

For property subject to the City's historic-preservation regulations, the contractor shall coordinate permit administration with the Historic Preservation Commission and City staff, identify applications requiring historic-preservation review, and transmit applicable materials in accordance with ordinance and administrative procedure.

Interdepartmental Coordination

The contractor shall coordinate zoning and permitting matters, as appropriate, with the City Manager, City Clerk, Public Works, Police, Fire, Water and Sewer, GHRPC, Planning and Zoning Commission, Board of Adjustment, Historic Preservation Commission, City Attorney, and other agencies or personnel. Apparent life-safety hazards identified during the contractor's work shall be reported immediately to the appropriate City official or emergency-service agency.

5. RECORDS AND DOCUMENT MANAGEMENT

Accurate, complete, and transferable zoning and permitting records are a material contract requirement. At minimum, the contractor shall maintain:

- ☐ Relevant telephone and email contacts and a chronological activity history for assigned zoning and permit matters;
- ☐ Permit applications, plans, reviews, determinations, and completion status;
- ☐ Planning and Zoning Commission, Board of Adjustment, appeal, and final-disposition information; and

- ☐ Any other record needed to reconstruct the City's action on an assigned zoning or permitting matter.

Records created in performance of the contract are City records to the extent provided by law and shall be maintained in an accessible electronic format. The system must support lawful public-record requests, litigation holds, subpoenas, administrative appeals, and other legal requirements.

The City retains ownership and control of its records. The contractor shall use reasonable administrative and technical safeguards, promptly report any suspected loss or unauthorized disclosure of City information, provide the City access upon request, and transfer a complete, usable copy of all records at contract termination.

6. REPORTING REQUIREMENTS

For each month in which services are performed, the contractor shall provide a concise activity report to the City Manager identifying at least:

- ☐ Permits reviewed by type and pending permit applications;
- ☐ Planning and zoning applications and Board of Adjustment matters;
- ☐ Significant unresolved zoning or permitting issues and applications exceeding expected timelines; and
- ☐ Recommendations requiring City action.

The City may establish additional performance measures during contract negotiations or administration.

7. EXPECTED SERVICE LEVEL - AS NEEDED

Services are anticipated to be provided primarily on an as-needed basis in response to referrals from the City Manager or designated City staff. Routine zoning and permit assistance may be provided remotely where practical. On-site review, permit-related site visits, meetings, hearings, and other in-person services shall be scheduled when necessary.

The proposal shall describe normal availability; response times for routine zoning and permit questions; remote support capabilities; ability to perform scheduled on-site services; availability for Planning and Zoning Commission, Board of Adjustment, and City Council meetings when requested; backup coverage; and any minimum charges associated with on-site service.

8. PERFORMANCE EXPECTATIONS

The successful contractor will be expected to:

1. Acknowledge routine City referrals within one business day;
2. Immediately report apparent imminent threats to life or public safety;

3. Process routine permit applications without unnecessary delay;
4. Maintain current and complete zoning and permit records for assigned matters;
5. Return telephone and email inquiries within a reasonable period;
6. Communicate professionally with the public;
7. Apply City ordinances consistently and impartially;
8. Observe applicable due-process requirements in zoning and administrative matters;
9. Seek administrative or legal guidance when authority is unclear; and
10. Maintain sufficient professional capacity and backup coverage to perform accepted assignments reliably.

These standards may be refined during contract negotiations.

9. CITY-RETAINED AUTHORITY

Nothing in the agreement will delegate authority that must remain with the City, elected officials, boards, commissions, City Attorney, hearing officer, Building Commissioner, or another legally designated officer. The City retains:

- ☐ Legislative and final policy authority;
- ☐ Authority of the Planning and Zoning Commission, Board of Adjustment, and City Council;
- ☐ Authority to establish fees, levy fines or penalties, and authorize expenditures;
- ☐ Final administrative-hearing and dangerous-building authority where reserved by ordinance; and
- ☐ Any other authority that may not lawfully be delegated.

The contractor may review applications and plans, conduct permit-related site reviews when requested, prepare recommendations, communicate with applicants, maintain records, and perform other ministerial zoning or permitting functions only to the extent authorized by law, ordinance, contract, and written designation.

10. MINIMUM QUALIFICATIONS

Proposers should demonstrate:

1. Experience providing municipal planning, zoning, building/permitting, or related local-government services;
2. Knowledge of municipal due-process requirements and zoning administration;

3. Ability to interpret ordinances and zoning maps, review site and permit information, and prepare defensible zoning determinations and reports;
4. Ability to interact professionally with residents, property owners, contractors, and applicants and to present information in administrative hearings or public meetings;
5. Experience working with municipal attorneys, planning commissions, boards of adjustment, elected officials, and administrative staff;
6. Sufficient staffing to perform consistently; and
7. Appropriate professional certifications or demonstrated equivalent experience.

Preferred qualifications include Missouri municipal government experience; experience with similar-sized communities; ICC, planning, zoning, building, permitting, or related credentials; experience supporting Planning and Zoning Commissions and Boards of Adjustment; and familiarity with Chapters 67, 89, 536, and 610, RSMo., as applicable.

11. PROPOSAL CONTENT

Organize the technical proposal in the following order. The separately sealed cost proposal is not included in the technical proposal page count.

Firm Information

- ☐ Legal name, address, primary contact, telephone, email, organizational structure, years in business, and description of municipal services provided.

Project Team

Identify all personnel expected to serve Brookfield and, for each, provide the name, proposed role, education, certifications, municipal zoning and permitting experience, years of experience, and expected availability. Specifically identify the proposed lead Zoning Administration/Permitting Consultant. Substitution of key personnel after award requires City approval.

Relevant Experience

Describe similar municipal work, emphasizing small or rural municipalities where contracted personnel perform multiple functions.

Proposed Approach

Address initial transition, permits, zoning administration, applicant assistance, Planning and Zoning Commission and Board of Adjustment support, records, reporting, GHRPC coordination, and communication with City management.

Staffing and Availability

Describe the proposed as-needed staffing model, remote availability, routine response standards, availability for scheduled on-site work, backup staffing, and meeting availability.

Technology and Records

Describe proposed systems for permit and zoning tracking, document management, reporting, security, and electronic records transfer. Identify all technology costs separately and state whether the City will receive administrative access and a complete export at termination.

References

Provide at least three municipal or public-sector references for similar services, including client, contact, title, telephone, email, scope, and dates of service.

Conflicts

Disclose actual or potential conflicts involving the City, its officials or employees, property owners, developers, contractors, or parties routinely appearing before the City.

Exceptions

Clearly identify requested exceptions to this RFP or anticipated contract terms. Silence will be treated as acceptance of the RFP requirements, subject to contract negotiation.

12. COST PROPOSAL

Complete Appendix A and place it in a separate sealed envelope marked COST PROPOSAL - RFP 2026-CEZP-01. The form requests pricing for as-needed professional services and permits proposers to identify an optional monthly retainer or core fee if they recommend one. Preliminary pricing will be used for budget analysis and negotiation after the qualifications selection; it is not scored in the initial ranking.

Proposers shall clearly identify hourly rates, minimum service charges, travel, administrative overhead, technology charges, and reimbursable expenses. If an optional monthly retainer or core fee is proposed, clearly identify the services included. No compensation may be based on the number or amount of citations, fines, penalties, enforcement actions, or permit denials.

13. OPTIONAL SERVICES

Separately identify available services not included in the core scope, including:

- ☐ Building-code plan review; structural, electrical, mechanical, or plumbing inspections;
- ☐ Floodplain administration; GIS or zoning-map maintenance;
- ☐ Comprehensive zoning-code rewrite or development-code modernization;

- ☐ Online permitting systems; rental-property, vacant-property, or property-maintenance programs;
- ☐ Certified building-official or professional engineering services; and
- ☐ Other recommended municipal-development services.

Identification of an optional service does not commit the City to purchase it.

14. EVALUATION AND SELECTION

The City intends to use the qualifications-first process below, consistent with Section 2-204 of the Brookfield Code of Ordinances.

Technical criterion	Weight
Municipal zoning and permitting experience	30%
Proposed approach and service capacity	25%
Qualifications and availability of assigned personnel	25%
Implementation, records, technology, and reporting approach	15%
References and interview, if conducted	5%
TOTAL	100%

The City will first review proposals for responsiveness and minimum qualifications, then rank technical proposals. The City Manager may prepare a short list of up to three qualified proposers for City Council interview or consideration. The City Council may select the professional with whom the City will negotiate.

After selection, the City may open the selected proposer's cost proposal and negotiate scope, staffing, compensation, and contract terms. If agreement cannot be reached, the City may end negotiations and proceed to the next most qualified proposer. Any contract requiring Council approval will be awarded by formal Council action at a public meeting.

15. CONTRACT TERM AND TRANSITION

The anticipated initial term is one year, with possible additional one-year renewals by mutual written agreement and subject to appropriation. The final agreement may permit termination by the City upon written notice and immediate termination for material breach, loss of required qualifications, misconduct, failure to perform, conflict of interest, violation of law, or other stated cause.

The contractor shall cooperate in an orderly transition at commencement and termination, including transfer of pending applications, calendars, credentials, records, forms, and other City work product in a usable format.

16. INSURANCE

Before work begins, the successful proposer shall provide evidence of insurance acceptable to the City. Unless modified during negotiation, anticipated minimum coverage is:

- ☐ Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate;
- ☐ Automobile Liability: \$1,000,000 combined single limit;
- ☐ Workers' Compensation: statutory limits, where applicable;
- ☐ Employers' Liability: \$1,000,000; and
- ☐ Professional Errors and Omissions Liability: \$1,000,000.

The City may require the City of Brookfield and its elected officials, officers, employees, and agents to be named as additional insureds where commercially and legally appropriate. Insurance requirements do not waive sovereign immunity, official immunity, or any other defense available to the City.

17. INDEPENDENT CONTRACTOR; PERSONNEL; SUBCONTRACTORS

The successful proposer will perform as an independent contractor. Neither the firm nor its personnel will be City employees for wages, benefits, workers' compensation, retirement, unemployment, or other employment benefits. Nothing prevents the City from setting priorities and policies, assigning work, reviewing work product, or exercising authority reserved by law.

The contractor remains responsible for all personnel and subcontractors. Key-person substitutions and subcontractors performing material services require prior City approval. All personnel must be properly qualified, trained, supervised, and capable of professional interaction with the public.

18. CONFIDENTIALITY AND PUBLIC RECORDS

The contractor shall protect confidential information obtained through the work. Records relating to the procurement or contract may be public records under Chapter 610, RSMo. Proposers should not mark an entire proposal confidential. Any specifically identified confidential material will be handled as permitted by law, but the City does not guarantee that submitted information will be withheld from disclosure.

The contractor shall cooperate with the City's records custodian and may not independently release City records without authorization unless legally required.

19. NONDISCRIMINATION AND LEGAL COMPLIANCE

The contractor shall comply with applicable federal, state, and local laws, regulations, ordinances, licensing requirements, employment requirements, and contractual obligations. The successful proposer

shall execute affidavits, certifications, and other documents required by Missouri law or City policy, including work-authorization certifications where applicable.

20. CITY RIGHTS

The City reserves the right to:

- ☐ Reject any or all proposals and decline to award a contract;
- ☐ Waive informalities or minor irregularities; request clarification or additional information; and verify references or qualifications;
- ☐ Conduct interviews and negotiate as permitted by law and City policy;
- ☐ Modify the contemplated scope before contract execution;
- ☐ Cancel, amend, or reissue the RFP;
- ☐ Award only portions of the contemplated services; and
- ☐ Select the proposer determined to best meet the City's needs.

Issuance of this RFP does not obligate the City to enter into a contract or reimburse proposal-preparation costs. Any award is subject to lawful authorization, availability and appropriation of funds, successful negotiation, and execution of a written agreement.

21. QUESTIONS AND ADDENDA

Submit written questions to:

Contact	Submission information
Brandon Roberts, City Manager	City of Brookfield
Address	116 West Brooks Street, Brookfield, Missouri 64628
Telephone	660-258-3377
Questions due	4:00 p.m. Central Time, September 11, 2026

Questions must be received in writing by the deadline. Prospective proposers may call the City Manager's Office to confirm the City's currently approved written-delivery method. Oral interpretations are not binding. Material responses, clarifications, or changes will be issued by written addendum and made available through the City's Requests for Proposals webpage and City Hall.

Proposers are responsible for obtaining and acknowledging all addenda. The City may decline to answer late questions.

22. SUBMISSION OF PROPOSALS

The City must receive each proposal by 4:00 p.m. Central Time, September 30, 2026. Late proposals may be rejected. Submit:

1. One signed original technical proposal;
2. One electronic PDF copy of the technical proposal on a USB drive;
3. One separately sealed Cost Proposal envelope containing Appendix A; and
4. One completed Proposer Certification and Signature Form (Appendix B).

Place all materials in one sealed outer package clearly marked:

Package label: RFP - ZONING ADMINISTRATION AND PERMITTING SERVICES | RFP 2026-CEZP-01

Deliver by mail, courier, or hand delivery to City of Brookfield, Attn: City Clerk / City Manager, 116 West Brooks Street, Brookfield, Missouri 64628. Email and facsimile submissions will not be accepted unless the City authorizes them by written addendum.

Technical proposals should be concise and are requested not to exceed 30 single-sided pages, excluding cover, divider pages, resumes, required forms, and the separately sealed cost proposal. Proposals must remain valid for at least 120 days after the deadline.

23. ANTICIPATED PROCUREMENT SCHEDULE

Activity	Anticipated date
RFP issued	August 31, 2026
Deadline for written questions	September 11, 2026, 4:00 p.m. CT
City response/addendum	September 16, 2026
Proposals due	September 30, 2026, 4:00 p.m. CT
Responsiveness review and technical evaluation	October 1-9, 2026
Interviews, if conducted	October 12-16, 2026
Council selection/authorization to negotiate	October 27, 2026
Contract negotiation	October 28-November 13, 2026
Anticipated Council contract award	November 24, 2026
Anticipated service start	December 1, 2026

The City may modify this schedule by a written addendum or by public notice, as appropriate.

24. DESIRED OUTCOME

At the end of the first year, the City expects to have:

- ☐ A functioning and professionally supported zoning and permitting program;

- ☐ Consistent zoning administration and predictable permit processing;
- ☐ Timely resolution of pending zoning and permit applications;
- ☐ Complete electronic zoning and permit records and standardized review procedures;
- ☐ Clear coordination among the contractor, GHRPC, City departments, and legal counsel;
- ☐ Reliable reporting to City management;
- ☐ Improved answers and assistance for residents, property owners, contractors, and applicants;
- ☐ Better support for Planning and Zoning Commission and Board of Adjustment proceedings; and
- ☐ A sustainable zoning and permitting system that can continue despite personnel changes.

The City seeks a professional partner capable of providing reliable zoning and permitting expertise when needed without requiring the City to procure unnecessary full-time contracted staffing.

APPENDIX A - PRELIMINARY COST PROPOSAL FORM

Submission requirement: Return this appendix in a separate sealed envelope marked COST PROPOSAL - RFP 2026-CEZP-01. Pricing is not scored in the initial qualifications ranking and remains subject to negotiation.

Proposer legal name: _____

Optional monthly retainer / core fee (if proposed): \$_____ per month

If proposing a monthly retainer or core fee, describe the services, remote support, included hours, routine meeting attendance, travel, technology, and other items included. If no retainer is proposed, state "N/A." Attach up to two additional pages if necessary.

Additional service	Proposed rate
General zoning / permitting services	\$_____ per hour
On-site zoning / permit site review	\$_____ per hour
Planning and Zoning Commission meeting attendance	\$_____
Board of Adjustment meeting attendance	\$_____
City Council meeting attendance	\$_____
Additional hearing / special meeting attendance	\$_____
Specialized plan review	\$_____
Professional engineer / architect review, if available	\$_____
Additional administrative / codification support	\$_____ per hour
Mileage / travel, if applicable	\$_____
Technology or software charges	\$_____
Other	\$_____

APPENDIX A - PRELIMINARY COST PROPOSAL FORM (CONTINUED)

Anticipated reimbursable expenses and billing conditions:

Assumptions, exclusions, annual escalation, or other pricing terms:

The proposer certifies that no proposed compensation is based on the number or amount of citations, fines, penalties, enforcement actions, or permit denials.

Authorized signature: _____ Date: _____

Printed name and title: _____

APPENDIX B - PROPOSER CERTIFICATION AND SIGNATURE

Legal name of proposer: _____

Business address: _____

Primary contact: _____ Title: _____

Telephone: _____ Email: _____

Entity type/state of organization: _____

Federal Employer Identification Number: _____

By signing below, the proposer certifies that:

1. The undersigned is authorized to bind the proposer;
2. The technical proposal and separately sealed cost proposal are accurate and submitted without collusion;
3. Actual or potential conflicts have been disclosed in the proposal;
4. The proposer can meet the minimum qualifications and perform the stated services;
5. The proposal will remain valid for at least 120 days after the submission deadline;
6. The proposer understands that submitted materials may be public records under Missouri law;
7. The proposer will execute applicable legal certifications before contract award; and
8. The proposer acknowledges the addenda listed below.

Addendum number(s) acknowledged: _____

Exceptions are stated in the proposal: Yes _____ No _____

Authorized signature: _____ Date: _____

Printed name: _____

Title: _____

APPENDIX C - SUBMISSION CHECKLIST

Use this checklist before sealing the proposal package.

Required item	Included
Signed original technical proposal	☐
Electronic PDF technical proposal on USB drive	☐
Firm information and proposed project team	☐
Relevant experience and proposed approach	☐
Staffing, availability, technology, and records information	☐
At least three public-sector references	☐
Conflict disclosure and requested exceptions	☐
Appendix A in a separate sealed cost envelope	☐
Signed Appendix B certification	☐
All addenda acknowledged	☐
Outer package labeled with RFP title and number	☐

Submission deadline: 4:00 p.m. Central Time, September 30, 2026

Delivery address: City of Brookfield, Attn: City Clerk / City Manager, 116 West Brooks Street, Brookfield, Missouri 64628