

CITY OF CHELAN – PUBLIC WORKS DEPARTMENT

REQUEST FOR QUALIFICATIONS

for

PROFESSIONAL SURVEYING SERVICES

PURPOSE

The City of Chelan is soliciting Statements of Qualification (SOQ's) from qualified professional surveying firms that are interested in providing general on-call surveying services.

SERVICES CONTRACT PERIOD

The selected firm will be under contract to perform work on a task order basis for the timeframe of one year from the date of contract execution. The City of Chelan reserves the right to retain the selected firm for a term of up to three (3) years.

FIRM CONSIDERATION REQUIREMENT

Interested firms must be experienced in providing surveying services for projects of a scope and nature comparable to those described below. To be considered, the firm shall be able to perform the work under the direction of a land surveyor licensed in the State of Washington.

INQUIRES

Questions that arise regarding the RFQ shall be directed to the Public Works Director, Jake Youngren.

Phone: (509) 682-8032

Email: jyoungren@cityofchelan.us

Scope of Work

FIRM SERVICES

The scope of services to be performed under the on-call services contract generally may consist of, but not be limited to data collection, planning, and surveying. Typical assignments may include the following tasks:

- a) Performing field surveys of boundary lines, topography, and existing facilities or structures.
- b) Preparation of legal descriptions, easements, plats, records of survey, and right-of-way maps.
- c) Preparation of and setting-up photogrammetric surveys.
- d) Performing various types of surveying tasks on all types of construction projects.
- e) Performing quality assurance work associated with various types of surveying work.
- f) Reviewing, suggesting corrections, and making recommendations on the checking of parcel maps, records of survey, right-of-way cases, minor land cases, and final subdivision maps.

- g) Performing field monument inspections on parcel maps and final subdivision maps.
- h) Performing volume calculations and associated field surveys.
- i) Other associated professional services as requested.

SERVICES CONTRACT TASK EXECUTION

Each task order will be negotiated separately and will provide a specific scope, budget, and schedule of services required. The firm's project manager will work with the City's project manager to administer each task order. Task orders will be coordinated with ongoing activities being performed by the City.

CITY RESPONSIBILITIES

City staff will provide as much historical information, maps, as-builts, and any other associated documents as possible. Self-reliance in accomplishing the tasks associated with this RFQ, however, should be anticipated.

Proposal Instructions

REQUIRED STATEMENT OF QUALIFICATIONS AND PROPOSAL INFORMATION

The interested and qualified firms shall submit statements of qualification describing qualifications and experience in the type of work described. Submissions shall conform to the following requirements:

- a) Be limited to a total of 10, single-sided, 8.5"x11", portrait-oriented pages.
- b) Include the firm's address and contact information.
- c) Identify the firm's geographic service area.
- d) List the firm's employees, their professional qualifications, and their roles for City services.
- e) Identify the firm's and employee's certifications and registrations with regulatory agencies, professional organizations, etc.
- f) Include examples of recently performed, relevant work experience.
- g) List at least three client references with organization name, contact person, telephone number, and e-mail address.

Please submit five (4) copies of your response no later than Monday April 8, 2024 at 5:00 p.m.

Submittals should be marked "**2024 Professional Surveying Services**" and be addressed to:

City of Chelan
ATTN: Jake Youngren, Public Works Director
50 Chelan Falls Highway
Chelan, WA 98816

RIGHT OF AWARD OR REJECTION

The City reserves the right to reject any or all SOQs and to move on to the next most qualified consultant if a satisfactory contract cannot be negotiated within 21 calendar days.

CONTRACT REQUIREMENTS

The Consultant will be required to enter into a contract with the City of Chelan using the City's Standard Professional Services Contract. A copy of this contract is attached in Appendix A.

Proposal Evaluation

GENERAL INFORMATION

The City will award the contract to the most qualified firm whose proposal is deemed to be in the best interests of the City. A Selection Committee will be appointed to evaluate the proposals received. The committee for the purpose of ranking SOQs will evaluate each of the criteria listed below. The firm selection process will be carried out under Washington State Local Program Guidelines and Douglas City procedures.

NO FEE SCHEDULE

Costs will not be evaluated as part of the selection process. Costs will be negotiated after selection of the firm. A preliminary salary and fee Schedule shall be submitted within five (5) working days of the notification of selection.

TECHNICAL PROPOSAL EVALUATION

The firm selection process will consist of a panel of reviewers who will individually review all submittals independently using a set of review criteria. The review panel will meet to finalize their selection ranking. Their findings will be forwarded to the Public Works Director or his designee to make the final selection based on their own review, the review panel's recommendations, and any additional oral interviews that may be conducted.

REVIEW CRITERIA

The following information and criteria will be used to evaluate and rank responses:

Evaluation Criteria Weight

1. Overall relevant work experience 20
2. Professional references from recently completed work 20
3. Professional qualifications of staff 20
4. Past performance and experience with or in the City 20
5. Ability to meet time and budget requirements 20

Section 5 – Other Considerations