

TOWN OF STRATFORD



REQUEST FOR QUALIFICATIONS RFQ 2018-020

Issued: June 12, 2018

ON-CALL PROFESSIONAL LAND SURVEYING SERVICES

Submission

Deadline:

June 26, 2018, 3:00pm

Address all Proposals to:
Stratford Town Hall
C/o Mr. Michael Bonnar, Purchasing Agent
2725 Main Street
Stratford, CT 06615

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**THE TOWN OF STRATFORD
REQUEST FOR QUALIFICATIONS
On-Call Land Surveying Services**

PART 1: INTRODUCTION:

The Town of Stratford's Department of Public Works is seeking qualified consultants to provide professional services on an on-call basis for professional land surveying. All qualified firms that are interested in providing these services to the Town of Stratford are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

PART 2: PROJECT DESCRIPTION:

The Town desires to obtain the services of outside firms or individuals to help the Town perform Land Surveying Services on an "on-call" as needed basis for various projects. Task orders will be created under a Master Agreement and may include but are not limited to work within the Town of Stratford. Each task will be based upon an agreed scope, schedule, and fee based on proposed hourly rates. An individual purchase order will be created under this Master Agreement for the completion of each project. The selected organization(s) will provide the full range of land surveying services including providing a Connecticut licensed Land Surveyor and/or Civil Engineer who is authorized to perform land surveying.

Terms of Work:

- The term of the Agreement will be for an initial one (1) year period and can be extended by additional one (1) year terms at the Town's discretion.
- During the course of the agreement the Town will identify tasks and ask the Consultant to prepare a task proposal which, at minimum, will include: scope of work, not-to-exceed fee and schedule. A Notice to Proceed will be issued for each task under this Agreement.
- All drawings, reports, data, computer files, specifications, calculations, and studies prepared by the consultant shall become the property of the Town with all rights of ownership including copyrights and reproduction of the same.

PART 3: SCOPE OF SERVICES

The scope of work for this contract will vary as need arises and will be at the discretion of the Town. Provide surveying services for various projects at the request of Town. Survey requests may be but not limited to topographic surveys, construction staking, property line surveys, easement surveys, water, sewer, and storm water system surveys. All work shall be performed under the direction of a Licensed Professional Land Surveyor registered in the State of Connecticut. The main categories of work shall include:

- Determine locations of property lines, boundaries, easements and rights-of-ways.
- Topographic surveys for improvement projects.
- Establish and adjust benchmarks.
- Traditional topographic surveys to determine locations and elevations of existing utilities, structures, topographic features and other improvements for use in evaluating existing entities and performing design engineering.
- Collect topographic data on storm water ditches, canals, swales, including flow lines.
- Perform research and survey work related to Town property divisions and mergers.
- Perform research and survey work related to public and private land ownership, public and private easements, public improvements, construction, and historic information.
- Complete work assigned using the Surveyor's own equipment and the Surveyor's own office space for the performance of all Town contract-related services.
- Prepare and interpret deeds and legal descriptions.
- Other survey-related tasks as necessary.

Survey data may be provided directly to Town Staff and/or Town retained consultant. Deliverables to be submitted both in hard copy and in electronic format. Electronic data shall be in AutoCAD 2014 format. The electronic format shall have unique layer names, symbol and line types. Copies of manual field notes and electronic data printouts, sketches, plots, aerial photographs, and/or other drawings shall be on the medium and to the scale approved by all parties and shall become the property of the Town of Stratford.

PART 4: PROPOSAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of 15 pages to address the SOQ evaluation criteria (excluding resumes). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. **Please provide five (5) copies of the Statement of Qualifications to the Town by 3 p.m. on June 26, 2018.** The Town reserves the right to accept or reject any and all Statements of Qualification. The Town is an equal opportunity employer.

All proposals shall include the following minimum information:

- 1. Management and Team Members.**
Provide a description of the team/consultant organization, and identify personnel to be assigned to each task. The organization description should clearly identify who will be the project manager and the day-to-day contact person for the job. Include relevant experience of the team members who will be assigned to the project.
- 2. Organization Qualifications.**
Provide an outline of the organization qualifications indicating relevant background experience and capabilities for this work.
- 3. References.**
Provide at least 5 client references with phone numbers for relevant work.

4. Fee Schedule

Include an hourly rate for each category of employee (i.e., Principal, Licensed Surveyor, Draftsman, Technician, etc.) and fees for applicable direct costs (mileage, printing, reproduction, etc.). No "mark-up" will be allowed for direct costs.

All submittals shall be sent or delivered to:

**STRATFORD TOWN HALL
PURCHASING DEPARTMENT
Attention: Michael Bonnar
ROOM 202
2725 Main Street
Stratford, CT 06614**

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

PART 5: STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Statement of Qualifications (SOQ) for this category will be evaluated according to the following criteria:

- **General information. (20 points)**
- **Experience and qualifications of the firm/team and key personnel. (40 points)**
- **Typical Rate Schedule (20 points)**
- **References / Recommendations (20 points)**

Please note that interviews may not be held to establish new on-call consultants. However interviews may be held at the Town's sole discretion for select projects as an additional differentiation between firms on the on-call list for specific projects.

PART 6: GENERAL INFORMATION

RFQ Lists. This Request for Statements of Qualifications will be listed on the Town's web site. The Town of Stratford shall not be held responsible for any oral instructions. Any changes to this Request for Statements of Qualifications will be in the form of an addendum which will be posted to the Town of Stratford, Purchasing Departments website (<http://www.townofstratford.com/purchase>). It is the proposer's responsibility to check website regularly for Addenda.

Duration of On-Call Lists. Unless otherwise determined by the Town, the on-call lists to be established under this solicitation will become effective during May 2018. Unless otherwise determined by the Town, the on-call consultants lists established under this solicitation will remain valid through May 2019, with the Town reserving the right to extend one or more of the on-call lists by one additional one-year term. Said extension shall be in writing to the firms/teams on the list to be extended.

Town Rights. The Town of Stratford reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the Town until the Town executes a written contract.

Contact with Town Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Questions. Questions pertaining to the Design Services selection process or contract issues should be directed to Michael Bonnar, Purchasing Agent, mbonnar@townofstratford.com

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

Reservations:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.