

COUNTY OF BOONE - MISSOURI



REQUEST FOR QUALIFICATIONS

FOR

**PROFESSIONAL LAND SURVEYING SERVICES
SECTION CORNER SURVEY PROJECT**

RFQ #09-15FEB13

Release Date: January 31, 2013

Submittal Deadline:

February 15, 2013

Not later than 11:00 a.m. Central Time

**Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org**



NOTICE OF REQUEST FOR QUALIFICATIONS

Boone County is accepting Request for Qualifications for the following:

BID #: 09-15FEB13 – Professional Land Surveying Services – Section Corner Survey Project

Sealed Statement of Qualification proposals will be accepted until **11:00 A.M. on Friday, February 15, 2013** in the Boone County Purchasing Office, Boone County Annex Building, Room 110, 613 E. Ash Street, Columbia, MO 65201. The Request for Qualifications is scheduled to be opened shortly after **11:00 A.M. on Friday, February 15, 2013** in the Boone County Purchasing Department, Boone County Annex Building, Conference Room, 613 E. Ash Street, Columbia, MO 65201. Only names of Offerors will be read aloud at that time.

Request for Qualifications are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion: Sunday, February 3, 2013
COLUMBIA MISSOURIAN

REQUEST FOR QUALIFICATIONS- PROFESSIONAL LAND SURVEYING SERVICES-
SECTION CORNER SURVEY PROJECT

Project Name: SECTION CORNER SURVEY PROJECT
Project Number: 09-15FEB13

The Boone County GIS Department (BCGISD) desires to select a Consultant for the purposes of gathering horizontal (X,Y) coordinates for selected Public Land Survey System (PLSS) corners to support the countywide GIS and to enhance GPS control within the County. Corners will be collected in both incorporated and unincorporated Boone County. BCGISD invites firms and individuals to submit a Statement of Qualifications (SOQ) to provide survey services as detailed below. The BCGISD will be working to identify the corners to be surveyed. The intent of this project is not to capture all available corners, but rather to collect those deemed of particular use or importance to the cadastral positional accuracy improvement project and to densify the available control. While the final number of corners to be collected is not yet known, the final number is expected to be between 40-95 corners.

The Consultant will be required to occupy the corner and assign state plane coordinates using rapid static or appropriate survey methods and complete and record a new certified land corner document in compliance with the Missouri Minimum Standards for Property Boundary Surveys, especially Chapter 16, "Missouri Minimum Standards for Property Boundary Surveys"; 20 CSR 2030-17.040 "Procedure for Filing Documents"; and Chapter 18, "First and Second Order Horizontal and Vertical Control". Use of the MoDOT CORS for real-time position corrections is preferred.

This project is an expansion of the survey work performed in 2011. In 2011, the majority of the corners surveyed were corners with recent corner documentation on file that were close to roadways, but simply lacked coordinate information. For the 2013 project however, this may not be the case; the corners being requested may not be as easily accessible due to date of last recovery, lack of documentation, and/or distance from roadways. In the interest of making the most efficient use of time and resources we may omit/substitute certain difficult corners during the project (lost corners for example) based on feedback from the Consultant.

The SOQ should include a summary of the team's history and structure; relevant experience including a description of at least two projects completed of similar scope; qualifications of key team members that would be directly involved with the project; and any supporting information that would further convey the team's qualifications for this project assignment.

Firms wishing to submit a proposal must be:

- 1) Duly authorized to conduct business in the State of Missouri.
- 2) Professionally registered in the State of Missouri.
- 3) Able to commit adequate staff to meet the desired time frames.

Interested firms should submit eight (8) copies of their written Statement of Qualifications to:

Melinda Bobbitt, CPPB
Director of Purchasing
613 East Ash Street, Room 110
Columbia, Missouri, 65201

by 11:00 a.m. Central Time, February 15, 2013.

Questions regarding the contents of this Request for Qualifications should be directed to:

Jason Warzinik
GIS Manager
Boone County GIS Department
(573) 886-4325
jwarzinik@boonecountymo.org

Proposals should include:

- 1) Business Information – Basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners, and professional employees. This section should also detail the firm’s proximity to and familiarity with the project area.
- 2) Staff Information – Resumes of each professional on the project team, including a description of experience, technical competence, and areas of expertise. The description should also include the number of ancillary staff with job descriptions or titles and relevant experience available for assignment. This section should detail the capacity and specialized experience of the firm to perform the work required within the time limits established and a discussion of how BCGISD would benefit from your firm being selected to complete the work. This section should also name a designated project engineer/contact person for this project.
- 3) Registration and Licensing – Evidence of professional registration and licensing with the State of Missouri and, in the case of business entities which must be registered with the Secretary of State, current copies of registration and statements of good standing.
- 4) Work History – A listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event the Consultant has not performed professional services for governmental entities, then the Consultant shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If the references are unavailable, then the Consultant shall provide a detailed explanation of why references are not available. A separate list of references should also be included.

- 5) Insurance – Evidence of insurance coverages and amounts carried by the Consultant as required by the general qualifications for County Consultants.
- 6) Project Listing – A listing of completed and pending projects in which the Consultant was or is the primary provider of professional services or manager of the project.
- 7) Subconsultants – A listing of subconsultants retained by the Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of subconsultants should be included when appropriate.
- 8) Quality Controls – A description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.
- 9) Approach and Schedule – A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.

SELECTION PROCEDURE

Consultants selected for interview will be based on the items listed above. The SOQs will be reviewed by a Selection Committee comprised of, but not limited to, the Boone County GIS Manager, the Boone County GIS Analyst, the Boone County Assessor Cartographer, and the Boone County Public Works Surveyor. No more than five firms or individuals will be selected for interviews by the Selection Committee. If it is determined that an interview is required, interviews will be scheduled for February 28, 2013. The Selection Committee will make an award recommendation to the Boone County Commission for their action. BCGISD intends to negotiate a scope and fee agreement with the best qualified firm or individual.

GENERAL SCOPE OF WORK

Gather horizontal (X,Y) coordinates for selected corners to support the countywide GIS and to enhance GPS control within Boone County.

SCOPE OF WORK

The Consultant shall provide the necessary services, including but not limited to:

1. Occupy section, quarter-section, and property corners identified.
2. Verify and tie-out corners using standard practices.
3. Establish coordinates (northing & easting) for selected corners.
4. Horizontal coordinates to be delivered in U.S., Missouri Central Zone State Plane Coordinates (2402) with units in survey feet and shall meet or exceed National

Geodetic Survey (NGS) 2nd-order accuracy standards using the 1996 HARN adjusted North American Datum of 1983 (NAD83).

5. Complete and record new MoDNR Certified Land Corner Documents for each occupied corner in compliance with the Missouri Minimum Standards for Property Boundary Surveys, especially Chapter 16, "Missouri Minimum Standards for Property Boundary Surveys"; 20 CSR 2030-17.040 "Procedure for Filing Documents"; and Chapter 18, "First and Second Order Horizontal and Vertical Control". (Only if Primary Option is selected by BCGISD)
6. Provide the following deliverables:
 - a. Final horizontal control point data in MS Excel and ESRI GDB file format with sufficient precision and appropriate extents to support the surveyed accuracy of the data. (Current release version is 9.3)
 - b. A standard FGDC accuracy report on points collected including network adjustments, network diagrams, closure errors, etc. Report format shall include: Complete PDF document, MS Word or Excel files as appropriate, and one printed and bound report.
 - c. Digital photos of land corners surveyed (minimum two photos per corner).
 - d. Paper and PDF file format copies of all recorded Public Land Survey Section Corner Ties created as part of the project.

The Boone County GIS Department recognizes the cost associated with developing proposals and encourages you to be brief and concise in your proposals.