

**REQUEST FOR QUALIFICATIONS  
FOR SURVEYING AND RIGHT OF WAY DESIGN SERVICES  
ON 2600 NORTH  
NORTH OGDEN CITY CORPORATION**

**I. INTRODUCTION**

North Ogden City Corporation ("City") is seeking a Statement of Qualifications (SOQ) from qualified and experienced Land Surveyors ("Surveyor") to provide surveying and right of way design services for the Widening of 2600 North ("Project").

**II. SCOPE OF WORK**

**1. Location of Project**

The Project is located in North Ogden City along the current 2600 North alignment which will be widened eastward to approximately 550 East. The project limits will extend from approximately 400 East to 550 East.

**2. Background**

WACOG has awarded North Ogden City \$1,030,000 in corridor preservation funds to widen the right-of-way of 2600 North which is the eastern extension of the Washington Boulevard/2600 North Intersection.

This is not an advanced acquisition project. Widening of the road will commence soon after the right-of-way has been acquired. The funding source allows for acquisition of property by use of eminent domain but only at the appraised property value. It cannot be used to cover attorney fees, administrative settlements, etc. The City will provide additional funding to cover these "other costs" if they are deemed necessary.

The City has already discussed acquisition with the property owners. Residents business owners have been given the opportunity to comment on the project and provide feedback on widening options. A preliminary alignment has been informally selected at this time as we are waiting for UDOT's plans which should arrive in the next month. UDOT's plans will govern in a large manner the alignment of this project.

### 3. General Scope

Surveyor will perform all surveying in accordance with the UDOT Survey and Geomatics manual, including but not be limited to: Street monuments, utilities (underground, at grade, overhead), site features, boundary survey data, break lines, and drainage structures. Site survey data shall locate, verify, and use established horizontal and vertical ground control for existing and proposed site features. Topographical survey with one foot (1') contours one hundred feet (100') on each side of the existing right-of-way. At a minimum survey information shall extend from the intersection at 400 East to 550 East.

All control will adhere to the UDOT Survey and Geomatics Standards Manual and hold a one centimeter (0.03') network positional accuracy. A minimum of (3) three horizontal and vertical control points will be located off site and within 130 feet of the project limits. Horizontal control will be established using GPS or Total Station and accurate to within  $\pm 0.03'$ . Vertical control will be established using Total Station or Differential Level and accurate to within  $\pm 0.03'$ . Control will be marked with permanent and stable monuments (example: rebar). Coordinates for control will be published on the Project drawings and will be shown in Geodetic and state plane coordinates in the current zone and ground datum. A conversion factor from ground to grid will be published and shown on the plans. Within the limits of the proposed Project, establish secondary control points where estimated future work will be performed.

Perform break line survey locating left and right toes of roadway slope, shoulders, and toes of subgrade, natural grade breaks, ditches, stream flow areas, and water elevations if applicable at 100' intervals. Identify ground break line survey points longitudinally along the alignment (i.e.: surveying the flow line of a ditch from end point to end point consecutively). Break lines shall not intersect.

Research and provide the location of all existing underground and overhead utilities. Underground facilities should be identified by Blue Stakes, type, and size, manhole rim elevations, flow lines, etc. Surveyor shall budget for potholes to establish horizontal and vertical locations of critical underground facilities. Overhead utilities shall identify pole location and base elevation, number of overhead lines, and elevation of the low wire where it intersects the centerline of roadway.

The Surveyor shall submit all information to the city engineer in AutoCAD format. The city engineer shall establish the preferred alignment of the roadway from the information submitted and feedback from city staff and property owners. After the City Engineer has created the vertical and horizontal alignment of the roadway complete with construction limits and necessary easements, the updated AutoCAD file shall be returned to the Surveyor to complete the ROW design documents. The city engineer's work and associated costs will be performed under contract with the City and will not be billed through the Surveyor.

Right of way services includes the preparation of maps, deeds, ownership records, easements, record of survey, agreements or other designated instruments needed to legally acquire land, or interests in land for roadway purposes.

The Surveyor will prepare all documents for all ROW or Easements in accordance with the UDOT Right of Way Design Manual and will follow the current UDOT standards and practices as outlined. These documents and drawings will be based on the design work performed by the city engineer.

A complete set of final ROW maps will be submitted and signed by the Surveyor. The maps will contain a Title sheet with the index to Plan Set, Survey Control Sheet(s), Total Tract Maps, Right of Way Summary Sheet(s), Right of Way Plan Sheets, and Right of Way Maker Summary. When submitting partial summaries during the course of the design and acquisition process, upon completion of the initial design on each parcel, a final right of way summary will be provided with a complete set of right of way maps. Supplemental summaries will be allowed as directed by the Engineer. Each partial summary and the final right of way maps will be delivered following the City's guidelines and procedures for ROW submittals.

A Record of Survey will be recorded in the Weber County Surveyors Office as required by State Law. The Surveyor is responsible for the completion and recording of the Record of Survey. The Surveyor will also be responsible for the creation and installation of permanent survey markers along the new right of way line as needed to establish the right of way in front of each property.

It is expected that stakes will be set on the proposed ROW for individual property owners to review at the time appraisals commence. Permanent ROW markers shall be set by the Surveyor along the new ROW line at the completion of acquisition. All permanent and temporary markers will be the responsibility of the Surveyor.

Surveyor shall research existing right of way and property boundaries for the project area. An Ownership Record, verifying all owners and the percentages of ownership, on a UDOT RW-51 form going back five years or until a Warranty Deed is found must be submitted for all parcels that require acquisition. This must include the legal description of the full parcel along with the size of the full parcel in acreage and/or square footage. Provide a copy of the vesting instrument as an addendum to the ownership record.

The surveyor consultant will provide the acquisition consultant with the title work and the documents necessary for property acquisition including ownership records, vesting documents, and title transfer documents.

The Consultant will need access to utilize UDOT's electronic Project Management (ePM) software to generate the necessary forms and provide documentation for the project.

#### **4. Deliverables**

The Surveyor shall provide CAD files to the City complete with existing topography, utilities and right of way as described herein. A final alignment will be established by the city engineer. CAD files shall then be returned to the Surveyor complete with the proposed right of way limits, permanent easements and construction easements. The Surveyor shall then create a right of way design package that includes the following items:

- a. Summary of Right of Way (Form RW-53)
- b. EPM Spreadsheet: A complete spreadsheet uploadable to UDOT's electronic project management system;
- c. Ownership Record (RW-51)
- d. Conveyance Documents; Include:

- i. Grantor Names, Caption, legal description, appropriate clauses, acknowledgement, and prepared by information; and
- ii. The UDOT approved form of the granting instrument (deed, easement, etc.) adequate to effect the desired acquisition of the parcel with a deedplot or map check verifying closure of the legal description.
- iii. Right-of-Way Sheets: Provide 11x17 Plan Sheets as prepared by the Land Surveyor, and Conveyance Summary Sheets for each summary package submitted. In addition, provide 11x17 plan sheets with aerial photography for each summary package if supplied by the Project.

### **III. Instructions to Applicants**

#### **1. Project Timetable**

The following timetable has been established for this project:

- i) Closing Date for Receipt of Proposals: April 21, 2017 @ 4:00 p.m.
- ii) Interview/oral presentation (if requested): April 30, 2017
- iii) Approximate Notice of Award: On or before May 1, 2017
- iv) Approximate Commencement of Work: May 15, 2017
- v) (Approximate) Completion of Work: To be negotiated

#### **2. Pre-Site Visit**

Applicants are strongly encouraged to visit the Project site and examine the conditions prior to submitting a SOQ.

#### **3. Procedure**

The procedure for response to this RFQ, evaluation of qualifications, and selection of a consultant is as follows:

- a. Interested entities will prepare and submit their SOQ according to the Project Timetable contained in Subsection III-1 above.
- b. The City and/or its representatives will evaluate all submitted SOQ's in accordance with the evaluation criteria.
- c. Oral presentations may be requested by the City from selected applicants.
- d. The City will select a primary consultant based on the review of the statement of Qualifications (SOQ) and subsequent oral presentation.
- e. A Professional Services Agreement incorporating the provisions, terms, and conditions of this RFQ will be negotiated between the City and the selected applicant.
- f. This process may be repeated with other qualified applicants if an agreement cannot be reached with the primary consultant.

**4. Submittals:**

- a. Submit eight (8) copies of the submittal in response to this solicitation in a sealed envelope.
- b. The envelope containing the submittal must be clearly labeled "STATEMENT OF QUALIFICATIONS- LAND SURVEYOR". Mail or hand deliver to:  
Annette Spendlove, MMC  
North Ogden City Recorder  
505 E. 2600 N.  
North Ogden, Utah 84414
- c. The deadline for receipt of submittals is set forth in Section III-1. Late submittals will not be accepted.
- d. Submittals must be complete in meeting the requirements of this RFQ. Additional information provided after the deadline will not be considered unless specifically requested by the City.

**5. Submittal Organization and Content**

The comprehensive RFQ response shall include all requested information and documentation. Incomplete submittals may be deemed non-responsive. Submittals shall contain no more than 15 pages single sided, excluding transmittal letter, attachments, and resumes. The submittal shall include the following:

- a. Transmittal letter: (not included in page count) The letter of transmittal shall be on official business letterhead and shall include the following:
  - i) A statement of the respondent's intent to participate in the contract and comply with all terms and conditions as indicated in the RFQ or exceptions taken thereto.
  - ii) A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
  - iii) A certification statement to the effect that the person signing the submittal is authorized to do so on behalf of the respondent.
  - iv) Name of the key contact person with his/her title and telephone numbers. Also, indicate first and second back-up contact persons if the key contact person is not available to take a call from the City.
  
- b. Work Plan and Project Approach: This section should describe the methodology and process proposed to be used to complete the scope of work defined in Section II-3, including any potentially innovative or creative approaches or solutions for the Project. It should identify any proposed strategies to be used to control costs, maximize economy, and insure operational effectiveness; describe components to be delivered; and identify advantages of the applicant's submittal to the City. Restatement of the scope outlined in this RFQ is not necessary; however, submittals should include any suggested modifications thereto (additions, deletions, alternate ideas). This section shall also include the Consultant's policy, method, and need for gaining access onto private property, and what role, if any, the applicant would expect the City to perform regarding property access. This section should also include:
  - i) Specific exclusions

- ii) Assumptions made in preparation of the Work Plan
  - iii) Proposed Project schedule
- c. Qualifications/Experience: This section should describe the proposer's experience on similar projects, including the individual team members' involvement on the specific projects described. Project information and plans for the identified projects should be briefly included.
- d. Key Personnel and Project Team: This section should contain the following information:
- i) Organizational chart showing the team involved including individual members, all organizations, relationships, and breakdown of responsibilities. For all major participants, note the approximate hours to be devoted to the project or percent of total project to be performed by the individual.
  - ii) The percentage of the work that is expected to be performed locally. Indicate other offices/locations that might provide services along with a percentage of work to be performed at those locations.
  - iii) Resumes of principals and key staff scheduled to participate on the project.
- e. References.
- f. Fee Proposal: The fee proposal shall not be required with the initial Statement of Qualifications (SOQ). A fee proposal will not need to be submitted until after the City has met with the applicant in an oral presentation. When requested the fee proposal shall include:
- i) Total project cost with billing rates for proposed personnel and the approximate percentage of work to be performed by each person.
  - ii) Expected reimbursable and associated rates.

## **6. Evaluation Criteria**



A primary consultant shall be selected using the "Choosing by Advantages Decision Making Systems". The "Choosing By Advantages System of Decision Making" (CBA) is the process adopted by North Ogden City to aid in awarding contracts. CBA is based on the fundamental rule of decision making that "Decisions must be based on the importance of advantages." An advantage is defined as a positive difference between two alternatives. The advantages of a proposal are compared to the advantages found in other proposals to determine the preferred option. CBA weighs the advantages of the preferred option to the additional cost when awarding contracts. Consequently, the CBA analysis may result in awarding the project to a consultant with higher fees and associated cost.

Contract negotiations will be initiated with the highest ranking applicant based on an evaluation of the following criteria:

- a. Transmittal Letter: Complete information as requested.
- b. Work Plan and Project Approach: This category evaluates the applicant's: understanding of the project, knowledge of UDOT right of way acquisition process, proposed project schedule, technical approach, and plan for managing the Project.
- c. Qualifications/Experience: This category deals with the proposer's performance on similar prior local projects of similar size. Experience relates to the overall assessment of the proposer's assigned personnel and previous experience with this type of project. Any proposer's not having a team member in the required UDOT pool will be disqualified.
- d. Key Personnel and Project Team: This category deals with the education, training, and experience level of key personnel proposed for this project, as well as previous experience working together as a team.
- e. References.
- f. Subsequent oral presentation.

## **7. Oral Presentation/Interview**

As part of the evaluation process, selected applicants may be invited to make oral

presentations to the City and/or respond to the panel's questions. These presentations must be made by the same project team personnel who will be assigned to the project should the selected consultant be awarded the contract.

## **8. Submittal Ownership**

All SOQ's (and the information contained therein) shall become the property of the City. Applicants should carefully consider the items submitted before submitting items that would not be disposable. Submittals may be reviewed and evaluated by any person at the discretion of the City. No submittal shall be returned to the respondent regardless of the outcome of the selection process.

## **9. Acceptance of Submittals**

- a. The City reserves the right to cancel or modify the terms of this RFQ and/or the project at any time and for any reason preceding the execution of a contract and reserves the right to accept or reject for any reason, any or all submittals pursuant to this request for qualifications.
- b. The responding party agrees that the City may terminate this procurement procedure at any time and for any reason, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFQ, or such party's response.

## **10. Withdrawal of Submittal**

The submittal may be withdrawn upon request by the applicant without prejudice.

## **11. Submittal Cost**

Cost for developing submittals and subsequent presentations are entirely the responsibility of the applicant and shall not be chargeable in any manner to the City.

## **12. Reservation of Rights**

The City reserves rights to:

- a. Reject any and all submittals received in response to this RFQ.
- b. Waive or modify any irregularities in submittals.
- c. Request additional information or modifications from applicants prior to award if such is in the best interests of the City.
- d. Use any ideas submitted in the submittals received, unless covered by legal patent or proprietary rights. Selection or rejection of the submittal does not affect this right.
- e. In the event of unsuccessful contract negotiations or contract termination, enter into contract negotiations with other qualified applicants that submitted acceptable statements of qualifications.
- f. Cancel or modify the terms of this RFQ and or the project at any time and for any reason preceding the execution of a contract and reserves the right to accept or reject any or all submittals pursuant to this request for qualifications.