

**IMPERIAL COUNTY  
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
REQUEST FOR PROPOSALS  
LAND SURVEYING SERVICES  
FOR**



**County-Wide Housing Rehabilitation Program  
Funded by the  
California Department of  
Housing and Community Development (HCD)  
and  
Community Development Block Grant (CDBG) Program**

Issued Wednesday, March 30, 2011

**DUE DATE AND SUBMISSION REQUIREMENTS:**

**One (1) Original and Five (5) Copies of Proposals** must be received by **5:00 P.M.** on **Wednesday, April 27, 2011**

**Point of Contact:**

Sherry Leon  
Community & Economic Development Coordinator  
940 W. Main St., #203  
El Centro, CA 92243  
(760) 482-4981  
[sherryleon@co.imperial.ca.us](mailto:sherryleon@co.imperial.ca.us)

## Table of Contents

<b>REQUEST FOR PROPOSALS</b>	<b>Exhibit 1</b>
<b>INFORMATION FOR RESPONDENTS</b>	<b>Exhibit 2</b>
<b>GOVERNING AGREEMENT</b>	<b>Exhibit 3</b>

## Exhibit 1

### COUNTY OF IMPERIAL REQUEST FOR PROPOSALS FOR LAND SURVEYING SERVICES

NOTICE IS HEREBY GIVEN that the County of Imperial, acting by and through its Board of Supervisors, hereinafter referred to as the "COUNTY", will receive up to, but no later than **5:00 p.m. on April 27, 2011**, sealed PROPOSALS for negotiation and award of a contract concerning **Land Surveying Services for the County-Wide Housing Rehabilitation Program, under the Imperial County Community and Economic Development Department.**

To be considered, **one original and five copies of PROPOSALS** must be received in the office of the **Imperial County Purchasing Department, 1125 Main Street, El Centro, California, 92243, Attention: Esperanza M. Colio, Community & Economic Development Manager**, by the time specified above.

Proposals shall be evaluated by a selection committee. It is the County's intention to select the Surveyor whose proposal is deemed most advantageous to the County in accordance with the evaluation criteria set forth in this Request for Proposals. A Selection Committee appointed by the Economic Development Division Manager will review and score the proposals and recommend the most responsive and responsible firm to receive the contract award. The Selection Committee's recommendation will be forwarded to the Imperial County Board of Supervisors for final determination.

Each proposal must conform and be responsive to the Governing Agreement, a copy of which is attached as Exhibit 3. This Governing Agreement may also be obtained at the office of the Community & Economic Development Department located at 940 W. Main Street, Ste. 203, El Centro, California, 92243.

The COUNTY reserves the right to reject any or all PROPOSALS, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.

Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Veteran Owned Businesses (VOB) are encouraged to participate.

## Exhibit 2

### INFORMATION FOR PROPOSERS

#### 1.0 PURPOSE

The COUNTY, through the Imperial County Community & Economic Development (ICCED) Department, is soliciting proposals from qualified Surveyors to provide land surveying services for the County-Wide Housing Rehabilitation Program in the unincorporated areas of Imperial County including Heber, Seeley, Winterhaven, Palo Verde, Ocotillo, Bombay Beach, Niland, Poe Subdivision and Salton Sea Beach. The Housing Rehabilitation Program is anticipated to involve the rehabilitation and/or reconstruction of conventional and mobile homes in the designated areas of Imperial County.

Final selection of a Surveyor will be contingent upon approval from the state funding agency, which is the California Department of Housing and Community Development Program, through the Community Development Block Grant Program.

All communications relating to this RFP must be directed to the contact person named below and **only** through email or written correspondence. Any communications between a respondent and COUNTY staff concerning this RFP are prohibited. In no instance is a respondent to discuss cost information, quality of responses, names of additional respondents, or any other information requested by or contained in a proposal with the point of contact or any other staff prior to proposal evaluation. Failure to comply with this section may result in COUNTY's disqualification of the proposal. The respondent is responsible for ensuring the response is received before the deadline. Copies or faxed responses will **not** be accepted. COUNTY assumes no responsibility for lost or misrouted mail.

The term of the Agreement for services will be for a period of up to three years from the date of an executed agreement. Work shall be completed on a Task Order basis as needed for each project.

#### 2.0 PRE-PROPOSAL MEETING

2.1 A pre-proposal meeting will be held on **April 18, 2011**, at **9:00 a.m.** at:

County Administration Building  
Conference Rooms C & D  
940 Main Street  
El Centro, CA 92243  
Contact: Sherry Leon at (760) 482-4981

Attendance at the pre-proposal conference **is not** a mandatory requirement for those interested in submitting a proposal.

### 3.0 CALENDAR OF EVENTS

3.1	RFP sent out to Surveyors	<b>March 30, 2011</b>
3.2	Deadline for County to receive written questions	<b>April 11, 2011 5:00 P.M.</b>
3.3	Pre-proposal meeting	<b>April 18, 2011 9:00 A.M.</b>
3.4	Written responses for questions received by April 11, 2011 will be available	<b>April 18, 2011</b>
3.5	Package, References, and other documentation must be <u>received</u> by County on or before	<b>April 27, 2011 5:00 P.M.</b>
3.6	Presentation to the Imperial County Board of Supervisors at a public meeting	<b>May 17, 2011 9:45 a.m.</b>
3.7	Execution of final contract	<b>Week of May 23<sup>rd</sup>, 2011</b>

### 4.0 SCOPE OF SERVICES

The Surveyor will perform these services under the supervision and direction of the Manager of Imperial County Community & Economic Development Department. The County wishes to contract with a surveyor on an as-needed basis to provide the following services:

- 4.1 Surveyor shall provide Land Surveying services to the COUNTY for a period of three years.
- 4.2 Surveyor shall provide services on housing rehabilitation projects as identified by Imperial County Community and Economic Development Manager.
- 4.3 Surveyor shall show boundary lines, giving length and bearing (including reference or basis) on each straight line; interior angles, radius, point of tangency and length of curved lines. Unless otherwise prohibited by law, where no monument exists, set permanent iron pin (monument) or other suitable permanent monument at property corners; drive pin adequately into ground to prevent movement and mark with wood stake; state on the drawing(s) whether corners were found or set and describe each.
- 4.4 Surveyor shall furnish legal description that conforms to the record title boundaries. Prior to making this survey and insofar as possible, the Surveyor shall acquire data including, but not limited to, deeds, maps, certificates or abstracts of title, section line and other boundary line locations in the vicinity.

### 5.0 DRAWING REQUIREMENTS

- 5.1 Drawings shall note all dimensions in imperial units at appropriate scale.
- 5.2 Drawing sheets shall be trim size 24" x 36" with left binding edge and .5" borders.
- 5.3 Show NORTH arrow and locate magnetic North directed to the top of the sheet.
- 5.3 Include legend of symbols and abbreviations used on the drawing(s).

- 5.4 Furnish two prints of each drawing. The Surveyor shall sign and seal each drawing and shall state that to the best of the Surveyor's knowledge, information and belief, all information thereon is true and accurately shown.

## **6.0 MANDATORY REQUIREMENTS FOR ALL PROPOSALS**

- 6.1 All proposals must demonstrate that the Surveyor has a willingness and ability to comply with all documents, including but not limited to, the Governing Agreement identified as Exhibit "3".
- 6.2 All proposals must be accompanied with the name(s), title(s) and resume(s) of the individual(s) who will be performing the services should the contract be awarded.
- 6.3 All parties submitting a proposal shall include with their proposals at least three (3) current references, including name, address, and telephone number.

## **7.0 CONTRACT TERMS AND CONDITIONS**

Please refer to the attached Exhibit 3, Governing Agreement. The attached Exhibit 3 is a draft agreement to be used as a sample of the agreement that the winning party will be expected to sign. It is not the final agreement and there may be additional or different terms included in the final agreement.

## **8.0 PREPARATION OF PROPOSAL**

All statements of proposals must include one original and five copies to be submitted in sealed envelopes bearing on the outside the name of the Surveyor, address, and the title of the RFP for which the qualifications are submitted. It is the sole responsibility of respondent to ensure that the proposals are received by COUNTY in the proper time. Any proposals received after the scheduled closing time for receipt will be returned to the Surveyor unopened. Proposals may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service.

## **9.0 SIGNATURE**

The statement of qualifications document or any modification must be signed in the name of the Surveyor and must bear the original signature of the person or persons authorized to sign the proposal.

## **10.0 MODIFICATIONS**

Any modification of any proposals submitted must be in writing and received by COUNTY prior to the closing time for proposals. Modifications may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service. Any qualifications or modifications received after the scheduled closing time for receipt of statement of qualifications will be returned to the Surveyor unopened.

## **11.0 ERASURES**

Proposals submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by putting in the margin immediately opposite the correction the surname or surnames of the person or persons signing the statement of qualifications.

## **12.0 WITHDRAWAL OF PROPOSALS**

Respondents may withdraw their proposals either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.

## **13.0 PROPOSAL ELEMENTS**

**Proposals must address each of the elements in this section.**

### **13.1 Qualifications**

- a. Relevant Experience: All services shall be performed by qualified personnel under the supervision of a professional licensed or otherwise qualified by the state to practice land surveying, and the document(s) submitted shall bear the Surveyor's seal and statement to that effect. Preference will be given to individuals/firms with State Housing and Community Development (HCD) experience. Include the names, addresses and phone numbers of contact persons for several contracts for which you have performed services as solicited in this RFP.
- b. Relevant Education: Applicant's demonstration of certification and training required to perform services, including licensing requirements (i.e. Professional Land Surveyors (PLS) license).
- c. Responsiveness to Project Requirements: Applicant's demonstrated success in completing projects on time and responsiveness to meeting changing requirements. Attentiveness to and compliance with RFP instructions, interview requirements, and other aspects of the selection process will be considered as an indication of responsiveness.
- d. Proximity to Project: Applicant's residing in Imperial County will be given preference.
- e. A brief statement of your policy regarding affirmative action.
- f. The Surveyor shall carry not less than the following insurance and shall provide verification to the County upon request:
  1. Professional Liability Insurance: Errors and Omissions Insurance in an amount of at least \$1,000,000 single limit coverage, covering all personnel employed by the Surveyor in the capacity of acting as an Agent of the municipality.
  2. General Liability Insurance: General Liability Insurance in an amount of at least \$1,000,000, single limit coverage, covering all personnel employed by the Building Office in the capacity of acting as an Agent of the municipality.

3. Worker's Compensation: Worker's Compensation Coverage in full compliance with California statutory requirements for all personnel employed by the Surveyor in the capacity of acting as an Agent of the municipality.
4. Automobile Liability Insurance: Automobile Liability Insurance in an amount of at least \$1,000,000 combined single limit coverage including owned, non-owned and hired vehicles.

### **13.2 Proposed Scope of Work**

A prospective Surveyor should indicate an understanding of the requested services as described in Section 4, Scope of Services, and describe how it proposes to service the County in these aspects.

### **13.3 Project Personnel and Their Availability**

Provide resume(s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person's relationship to your firm, whether an employee, partner, subcontractor, or other contractual agreement. The statement should also identify for each member of the project team, their area of expertise, role in the project, and experience with similar or related projects.

**13.3.1** Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.

**13.3.2** Except when, and if, the workload demands otherwise, all services shall be conducted within the normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **13.4 Cost of Proposed Services**

The cost of the Land Survey (including the furnishing of all materials, surveying equipment and computers, labor and any required insurance) shall be based on the fee schedule proposed and work authorized. Describe your proposed fee schedule for determining the cost of the requested consulting services for the term of the contract. Billing for the survey shall be submitted to the Community & Economic Development Manager.

### **13.5 Time**

Subject to any limitations stated in this proposal, the specified Land Survey shall be completed and the drawing(s) and report(s) delivered to the Community & Economic Development Manager within 15 calendar days after written authorization to proceed is received, barring circumstances beyond the Surveyor's control that force a delay. In such instance, the Surveyor will inform the Community & Economic Development Manager of the cause of such delay.

### **13.6 Protection of Property**

The Surveyor shall take all reasonable precautions to prevent damage to property, visible and concealed, and shall reasonably restore the site to the condition existing prior to the Surveyor's entry.



#### **14.0 SELECTION PROCESS**

The County of Imperial will review the qualifications based on the selection criteria and 100 point scale as follows:

- |  |                   |
|--|-------------------|
| 1. General firm and individual experience:   | <b>15 points</b>  |
| 2. Specific experience as it pertains to California Department of Housing and Community Development, USDA Rural Development, CDBG and/or other grant programs: | <b>10 points</b>  |
| 3. Specific experience as it pertains to the Scope of Work above mentioned in Item 4.0:  | <b>25 points</b>  |
| 4. Capacity to perform the Scope of Work and ability to conclude the work in a timely manner:  | <b>15 points</b>  |
| 5. Quality of staff and their availability:  | <b>15 points</b>  |
| 6. Overall quality of qualifications, especially thoroughness:   | <b>5 points</b>   |
| 7. Cost of Services  | <b>15 points</b>  |
| Total Value:   | <b>100 points</b> |

Additional questions may be asked of those submitting a proposal and formal interviews may be conducted as well. Respondents will be notified of any additional required information or interviews after written proposals have been evaluated.

The COUNTY reserves the right to reject any and all proposals submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the proposal and review process, as long as COUNTY procedures remain consistent with HCD procurement requirements. The COUNTY may select one consulting firm or a combination of consulting firms to provide the range of services requested.

#### **15.0 PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED PROPOSALS**

No party submitting a proposal who is permitted to withdraw a proposal shall, for compensation, perform any subcontract or other service for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.