



October 16, 2020

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL SURVEYING SERVICES**

**I. Projects**

The Capital Improvement Program for Wake County government routinely includes the types of projects listed below, which all require some degree of survey and/or survey related activities:

- Landfill Improvements
- Water and Wastewater Systems
- Parks and Recreation Facilities
- Libraries
- Public Safety Facilities
- Open Space Acquisitions
- Governmental Office Buildings
- Town Infrastructure Improvements
- Other Wake County Capital Improvement Projects

**II. Project Summary**

Wake County Facilities Design & Construction Department manages the planning, design and construction of capital improvement projects (both new and renovation) for the County. Throughout the course of each project, a professional survey firm will be required to provide accurate, recordable data to be used to create legal descriptions of projects, provide vital data for the design of new projects, assist with construction by providing accurate location and elevations before and during work, assist with project closeout through the preparation of as-builts, and if necessary assist in any disputes or litigation where horizontal or vertical data may factor into a claim.

**III. Request**

Wake County Government hereby requests qualifications from professional firms/ teams to provide professional surveying services involving various county projects, from infrastructure to land acquisition. It is anticipated that an initial base contract will be negotiated with the firm who is determined to be proposing the most qualified staff and offering the best value to the County. An amendment subsequently will be negotiated for each specific project to be assigned. The types of land surveying services anticipated over the next three to five years include the following:



- Topographic and “As built”
- Easement and right of way
- Boundary/ subdivision/recombination surveys
- Establishment of control monuments
- Conservation/Greenway Easement surveys
- Wetlands mapping
- Floodplain mapping (based on flood insurance rate maps or other available digital data)
- Preparation of mylars for recording purposes
- Boundary marking and signage

#### **IV. Project Budget**

Projects in this request will have a **construction or acquisition cost** range from \$50,000 to potentially over \$1 million each. The budget for the survey portion of the project will be based on services required and will be negotiated after a request for services is made by the County and receipt of a proposal from the selected firm(s).

#### **V. Consultant Qualifications**

The consultants' staff proposed to be assigned responsibilities on these projects must be experienced in all aspects of construction survey, land acquisition, and survey law; have extensive knowledge of the regulations governing the regulation of professional surveying in the State of North Carolina; and have a proven capability to effectively and efficiently manage a project to produce a product consistent with and meeting the needs and goals outlined by Wake County.

#### **VI. Project Schedule**

Unless providing products during the construction phase, the survey team will be at the forefront of any project and will be required to maintain an aggressive schedule to keep project durations to a minimum. The schedule for providing land-surveying services will be dependent on the acquisition schedule for each individual parcel or the master project schedule for the planning, design and construction of each capital improvement project. It will be essential that land surveying services be provided in a timely manner after a notice-to-proceed is given for each land surveying assignment.

#### **VII. Qualifications Submission Requirements**

Submittals shall be made on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). Complete responses to each of the following categories is required.



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## **Qualification**

1. Letter of interest briefly describing the firm's qualifications and experience (which demonstrates the proven capability of the firm to provide the type and volume of services requested). Discuss the responsibilities to be fulfilled by each design team member who will be assigned to the Project. Discuss current availability of staff to begin work and type of response to be anticipated once the notice-to-proceed is issued for each project assignment.
2. Listing of field and office staff proposed to work on the project; include qualification and experience data for each of these staff members.
3. Listing of field equipment and data collection hardware/software to be used; identify age of major equipment and software; acknowledge firm's commitment to keep abreast of, and to use, latest proven technology.
4. Listing of office facilities, equipment and software systems to be used; identify age of major equipment and software; acknowledge firm's commitment to keep abreast of, and to use, latest proven technology.
5. Explain the management tools, techniques and procedures your team uses to maintain a schedule.
6. Explain your team's procedures for document quality control and coordination of the various disciplines of work in preparing documents.
7. Three (3) client references (including name, title, project(s), and phone numbers) for projects in which services similar to those requested herein were provided.
8. Other relevant information, which demonstrates your firm's qualifications for this project.

## **B. Professional Fees**

1. Submit an hourly billing rate schedule for the following job classifications (assumes Monday-Friday work period):
  - 2-man field crew (RLS as crew chief)
  - 2-man field crew (Non-registered crew chief)
  - 3-man field crew (RLS as crew chief)
  - 3-man field crew (Non-registered crew chief)
  - 1-man field survey assistant (capable of operating total station)



- 1-man field survey assistant (experienced helper)
- Office CAD technician (RLS)
- Office CAD Technician (Non-registered)
- Registered Land Surveyor (Principal)
- Registered Land Surveyor (non-registered, if applicable to firm)

(List any reimbursable expenses, which would be charged in addition to hourly rates listed above).

These prices are not able to be used to determine a project cost, so this request is not in violation of the Mini-Brooks Act.

### **C. Liability Insurance**

Identify insurance carrier and amount of coverage currently maintained for vehicle, general and professional liability insurance.

## **VIII. Selection Process**

### **A. Process**

The Wake County Board of Commissioners has established a policy to be followed in selecting professional consultants. This policy is for the purpose of ensuring that consultants are selected in a fair and uniform manner, that those selected for work are properly qualified and experienced and to ensure that every qualified consultant has the opportunity to be considered for providing professional services for the Project. The process for the Project will involve three stages:

#### **Stage One: Pre-qualification**

The initial phase has commenced with the establishment of a Selection Committee with its members having been appointed by the County Manager. A Request for Qualifications (RFQ) is being sent to firms identified on the County's current "Capital Improvement Program- List of Land Surveying Consultants" who have previously expressed interest in being considered for providing surveying services for this type of project. The RFQ will also be advertised on Wake County's web site, and in a minimum of one local newspaper. Upon receipt of proposals from respondents, Selection Committee members will review and identify ("shortlist") the firm(s), which appear to be highly qualified and most responsive to the RFQ.



Stage Two: Interviews

Separate interviews will be scheduled with the “short-listed” firm(s) to permit Selection Committee members to further evaluate the firm(s) qualifications. Promptly after the interviews the Selection Committee will make their selection and forward written recommendations to the County Manager for approval.

Stage Three: Contract Negotiations

Following the County Manager’s approval, the Facilities Design & Construction office will be directed to negotiate a basic services contract with one or more selected Consultants. Future contracts will be on a lump sum basis. In the event negotiations of specific contract terms and conditions prove unsuccessful with a selected firm, the Selection Committee will select another firm with which to begin contract negotiations. Amendments to the basic services contract, which add specific work assignments, will be negotiated with staff of the Facilities Design & Construction office.

**B. Timeline**

The key activities and milestone dates for the selection process are listed below:

<b>Task/ Activity</b>	<b>Completion Date</b>
RFQ Published and Distributed	Oct 16, 2020
Deadline for Respondent Questions	Oct 28, 2020
Qualifications Submission Deadline	Nov 6, 2020
Selection Committee meeting to determine short list	Nov 18, 2020*
Selection Committee presentation/interviews sessions	Dec 8, 2020*
Contract Executed	Jan 2021*
Amendments to contract executed for various projects	Varies*

\* Dates are tentative and subject to approval



**IX. Evaluation Criteria**

A. The following criteria will be the basis on which firms will be selected for further consideration:

1. Qualifications and experience of the firm in the various types of surveying services requested.
2. Organizational chart, expertise / qualifications of staff and team members, and availability of staff to be assigned to projects.
3. Experience and past performance on similar projects.
4. Firm's commitment to and history of delivering high quality services, promptly after receipt of a notice-to-proceed for each assignment.
5. Current workload of firm's personnel.
6. Record of successfully completed projects without major legal or technical problems.
7. Consultant's typical hourly rates and estimated unit prices for performing required work.
8. Proximity to and familiarity with Wake County Area.
9. Condition, age and capability of the firm's equipment, hardware and software; commitment of the firm to latest technology.
10. Compliance with Qualifications format requirements.
11. Other factors that may be appropriate for the Project.



**X. Submission of Qualifications Packages**

Five (5) complete packages and one digital version on CD in a commonly accepted computer format such as Portable Document Format (.pdf) must be received at the following address by noon. on Nov 6, 2020 at the following location:

Wake County  
Facilities Design and Construction Office  
337 S. Salisbury Street, 12<sup>th</sup> Floor, Raleigh, NC 27601 (Delivery Address)  
Post Office Box 550, Raleigh, NC 27602 (Mailing Address)  
Attention: Mr. Tom Covington, PE  
Project Manager  
Phone: (919) 856-6362  
Fax: (919) 856-6355

**XI. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. The Selection Committee intends to select a minimum of one and a maximum of three Professional Survey firms to provide services for Wake County Facilities Design & Construction projects.
- C. All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received.
- D. Respondents are requested to refrain from contact with the Pre-selection Committee members. Any questions regarding the RFQ should be directed to the Wake County Facilities Design & Construction Office.
- E. Please refer to the following website location for a copy of the Request for Qualifications and any other related information. If a question of general concern is asked by any firm, an addendum will be issued to include a copy of the written response.

<http://www.wakegov.com/finance/business/rfp/Pages/bids.aspx>



- F. The Selection Committee intends to select a minimum of two and a maximum of three Professional Surveying Teams to provide modification and renovation design services for Wake County Facilities Design & Construction projects.
  
- G. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and Proposal and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications and Proposal.
  
- H. E-Verify Compliance - To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all consultants, contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

## **XII. CONFIDENTIALITY OF DOCUMENTS**

In general, documents that are submitted as part of the response to this Request for Qualifications and Proposal will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.