



REQUEST FOR QUALIFICATIONS

Notice is hereby given that Statements of Qualification (SOQ) will be received by Teton County, Idaho for:

RFQ # PZ120229
Independent Survey and Plat Reviewing Services

by filing with the Planning, Building & GIS Counter, 1st floor, Room 107, 150 Courthouse Drive, Driggs, ID, 83422 until:

Date: **March 26, 2012**
Time: **10:00 A.M.**

SOQs submitted after the due date will not be considered. Respondents accept all risks of late delivery of mailed submittals regardless of fault.

A detailed Request for Qualifications (RFQ) information packet including general information, requested services, submittal requirements, and evaluation process is available on the County's website at www.tetoncountyidaho.gov. On the Planning & Zoning Department page, under "Additional Information" on the left, go to "RFQ- Survey/Plat Review". RFQ information packets are also available in the Planning & Zoning Department office located at the address above.

Teton County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.

It is the policy of Teton County to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with Teton County equal opportunity requirements.

Dated this 5th day of March, 2012.

Angie Rutherford
Planning Administrator

Teton County

Request for Qualifications

<p><u>Request for Qualification Information:</u></p> <p>RFQ Number: RFQ# PZ120228 RFQ Name: Independent Survey and Plat Reviewer Date Issued: March 5, 2012 Contact Person: Angie Rutherford Phone #: 208-354-2593 Email Address: arutherford@co.teton.id.us Submittals Accepted Until: March 26, 2012, 10:00am</p>	<p><u>Submittals Delivered to:</u></p> <p>Physical Address: Teton County, Idaho Planning, Building & GIS 150 Courthouse Drive, Rm 107 Driggs, ID 83422</p> <p>Mailing Address: Same as Physical Address</p>
--	--

General Information

- **NOTICE:** Notice is hereby given that submittals of interest and statements of qualifications will be received by Teton County, Idaho, for the Independent Survey and Plat Reviewer by filing with the County at the above location.

PURPOSE/BACKGROUND: Teton County, ID (the “County”) is soliciting statements of qualifications for the purpose of selecting a consultant to act as the County’s Independent Survey and Plat Reviewer as required by Idaho Statutes Title 50, Chapter 13, 50-1305 Verification. The Independent Survey and Plat Reviewer shall be a licensed professional land surveyor (PLS) in the State of Idaho. The duty of the Independent Survey and Plat Reviewer is to check all proposed subdivision plats, lot split surveys, boundary adjustment surveys or other development applications submitting new plats or surveys within the County and the computations thereon to determine that State and professional requirements are met, that the plat boundaries, parcels and lots close, and to certify such compliance on plats and surveys.

The selected Consultant shall respond to a request for a survey review within a reasonable timeframe. The Independent Survey and Plat Reviewer shall respond directly to the applicant and the County Planning Administrator.

The following related tasks may be requested by the County on a project basis:

- Participate in meetings between the applicant and County staff;
- Conduct a site visit and assess site characteristics, as necessary;
- Attend a County Planning & Zoning Commission or Board of County Commissioners meeting to give a report, answer Consultant-related questions, provide advice on criteria or policies, or assist with ordinance revisions as they relate to surveying;
- Provide a written progress report or statement to the County.

This RFQ is to solicit statements of qualifications for a Consultant that has the resources, education and experience to fulfill these duties and tasks for Teton County.

BRIEF SCOPE OF SERVICES (Additional Detail listed in Attachment “A”): Submitters shall provide a scope of work and project proposal in accordance with the information provided in this request. The submittal must include the following elements:

- Detailed work plan that identifies the major areas of work;
- An estimated proposed time and cost schedule for each step in the Survey Review process; and
- Description of Scope as proposed by the Consultant.

QUALIFICATIONS: This project will require the selected Consultant to have the following qualifications:

- Five (5) or more years of experience as a professional land surveyor in the State of Idaho
- Experience performing independent review of plats and surveys in the State of Idaho
- Experience working with municipal and regulatory entities
- Familiarity with Teton County dynamics (i.e. staff, Planning & Zoning Commission, Board of County Commissioners)

See Attachment A for additional technical expectations.

- **CONTRACT TERM:** The term shall run from the date the final contract is signed by both Teton County and the Consultant until September 30, 2013.
- **RFQ SCHEDULE:**

Event	Date
RFQ Release	March 5, 2012
Submitter Questions (if any) Due	March 21, 2012
Responses to Submitter Questions posted on internet	March 23, 2012
Submittals Due	March 26, 2012
New Contract in Place	Pending County approval, after selection and contract negotiation completion

- **SUBMITTAL REQUIREMENTS:**

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the Consultant's interest in providing the service and highlighting its qualifications to perform this service. A summary of Consultant's experience in the requested service, as specifically mentioned in the attached Scope of Work;
 - A description of the Consultant's experiences working with municipal government;
 - Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members such as proposed Project Principal, sub-consultant, etc, arranged in a Team Organizational Chart;
 - Scope of Work and Project Proposal, including a proposed time for each duty and task, with key milestones and deliverable dates;
 - Up to three (3) examples of similar projects (does not count against page limit);
 - A minimum of three (3) references relating to completed projects for the type of services being requested with full name, title, address, phone and fax numbers of each reference;
 - Responses must be limited to no more than ten (10) sheets excluding specific project examples, references, resumes and covers. Sheets shall be printed double sided; and
 - Provide 8 copies of your Submittal.
- **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the submittal should be clearly identified as such.
 - **SIGNATURES:** SOQ's shall be signed by one of the legally authorized officers of said Consultant. If awarded the Contract, the Contract shall also be so executed.
 - **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below;
 - Experience with detailed plat and survey reviews in the State of Idaho;
 - Experience of with similar projects in the State of Idaho;
 - Experience of proposed project team and key team members;
 - Overall quality of submittal;
 - Innovative approaches and proposed solutions to issues associated with the provision of the required services.

The County *may* select a limited number of respondents for in-person interviews before the selection committee. Teton County may select a primary and a secondary consultant. The secondary consultant may review applications submitted by the primary consultant.

- **QUESTIONS:** Questions regarding this project may be directed to Angie Rutherford via e-mail at arutherford@co.teton.id.us. Unauthorized contact regarding this RFQ with other County employees or County Commissioners may result in disqualification. Any oral communications will be considered unofficial and non-binding on the County. Any written questions will be answered in writing and posted on the County's website at www.tetoncountyidaho.gov under "RFPs and Bids", "Request for Qualifications". It is the responsibility of individual respondents to check the website for any amendments or Q & A's to this RFQ.
- **REJECTION OF SUBMITTALS:** The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** The County reserves the right to make an award without further discussion of the submittals. The respondent selected as the apparently successful Consultant will be expected to enter into a Contract with the County. The Consultant will provide a draft Contract for County review and editing. Following Consultant selection, the successful Consultant shall prepare a proposal and scope of work for review by the County. Once the County and Consultant have reached an agreement on the scope of services, a final Contract will be prepared by the County. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected Consultant fails to sign the Contract within ten (10) business days of delivery of the final Contract, the County may elect to negotiate a Contract with the next-highest ranked respondent. The County shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.
- **CONTRACT NEGOTIATION:** The County reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the County.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful Consultant must comply with Teton County equal opportunity requirements. Teton County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is Teton County policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The selected Consultant shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks. Insurance coverage standards may be negotiated if it is in the best interest of the County. The Consultant shall maintain Errors & Omissions or Professional Liability coverage with limits not less than \$1,000,000 per claim and as an annual aggregate.
- **NON-ENDORSEMENT:** As a result of the selection of a Consultant to provide services to the County, Consultant agrees to make no reference to the County in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the County.
- **NON-COLLUSION:** Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.
- **CONFLICT OF ISSUE/FULL DISCLOSURE:** The Consultant shall fully disclose in writing to the Planning Administrator, the nature and extent of any real or apparent conflict of interest that may exist on the date the Contract is signed or that may subsequently arise. In the event of any real or apparent conflict, the County may prevent or terminate this Contract for cause. Consultant may perform land survey services in Teton

County, ID during the term of this Contract, but the survey/plat review services will be performed by a secondary reviewing consultant in such cases.

- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Consultant ultimately awarded a Contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
- **PUBLIC RECORDS:** Under Idaho state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the "documents") become a public record upon submission to the County, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the County receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the County, by U.S. mail and by fax if the person has provided a fax number, and upon the written request of such person, received by the County within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The County assumes no contractual obligation to enforce any exemption.
- **OTHER PUBLIC AGENCIES:** Teton County does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the Consultant. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. Teton County accepts no responsibility for the performance of the Consultant in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the Consultant for other public agency purchases.

ATTACHMENT "A"

SCOPE OF SERVICES

OBJECTIVE

To provide professional land surveyor review of proposed plats and survey applications being reviewed and processed by Teton County.

DESCRIPTION

Final plats and surveys are often time sensitive, as are meetings of the Planning & Zoning Commission and the Board of County Commissioners. Therefore, the selected Consultant must review and respond to submitted materials in a timely manner. This Contract includes the processes and procedures as follows:

- Work with the County and the project's professional land surveyor (PLS) to ensure that final plat and survey statutory requirements are met;
- Check all proposed final plats or surveys, including, but not limited to lot splits, boundary adjustments, plat amendments and subdivision plats, within the County and the computations thereon to determine that the plat boundaries, parcels and lots close;
- Certify statutory and County ordinance compliance on the plat or survey;
- Respond to every request for review within a reasonable timeframe;
- Respond directly to the applicant and the County Planning Administrator with review comments;
- Provide a written progress report of activity and services rendered to the County on a quarterly basis; and
- Provide recommendations on all right of way needs, including easements.

The following related tasks may be requested by the County on a project basis:

- Participate in meetings between the applicant and County staff;
- Conduct a site visit and assess site characteristics, as necessary;
- Attend a County Planning & Zoning Commission or Board of County Commissioners meeting to give a report, answer Consultant-related, land surveying or engineering questions, provide advice on criteria or policies, or assist with ordinance revisions as they relate to surveying;
- Provide the County with complete assurance of accurate survey information and closure.

A formal scope of work will be developed after consultant selection. The Contract for Independent Survey and Plat Reviewer services is expected to include the minimum following elements:

- Creation of a Review memo, approved by the Planning Administrator for distribution to area land surveyors and engineers and for placement on Teton County web site. Said memo to detail the Consultant's desired process and procedures, submittal forms, format, contact information, items to be reviewed by Consultant, revised plats, plats in the cities, and
- Providing project management and sub- coordination activities if the selected Consultant is a firm or team of individuals and
- A proposed plan for alleviation of any conflict of interests.

WORKLOAD

The amount of work for the Consultant during the Contract period depends on the number of final plats and surveys submitted to the County. The County does not guarantee a minimum amount of work.

ITEMS FURNISHED BY THE COUNTY

- Appropriate application materials;
- Teton County Title 9, "Subdivision Ordinance", and any future amendments to Title 9;
- All other available data and information needed for the contracted work.

PAYMENT FOR SERVICES

The County shall make a one-time only final payment to the Consultant within thirty days after receipt of the Independent Survey Reviewer's invoice for services provided for each project reviewed. The invoice shall provide the following specific detail: Project name; Invoice number; Dates work performed; Hours incurred and rates per hour; Reimbursable expenses; and Total reimbursable cost.