



Request for Proposal

No. 23-03 Surveyor

December 2023



Introduction & Background

The City of Sodaville seeks a surveyor primarily for the connection of a new municipal well to the City's water system, as well as to keep on retainer for future surveying needs.

ISSUED BY

City of Sodaville

REPRESENTATIVE

Alex McHaddad, City Administrator/Recorder sodaville@cityofsodaville.org 541-258-8882	J D Burns, Public Works Director sodavillepw@cityofsodaville.org 541-801-2053
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Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than the second Wednesday of any month the RFP is open. Sealed bids will be opened the second Wednesday of any month the RFP is open.
3. A technical proposal must be provided that is not more than 5 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than 3 pages. This price proposal should indicate an estimate of the overall fixed price for the project.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received by the second Wednesday of any month the RFP is open to be considered.
8. Proposals must remain valid for a period of 30 days.
9. The City of Sodaville anticipates selecting at least three firms to have more in-depth discussions with, and will make an award to qualified firms.

Project Description

The purpose of this project is as follows:

1. Perform survey work to prepare for the addition of a new municipal well to the City's water system.
2. Remain on retainer as they City's surveyor for future project needs.

The description of the project is as follows:

1. Contractor will work with the City Administrator/Recorder, Public Works Director, and a management consultant selected by the city on the surveying process.
2. Contractor will perform surveying work with an engineering firm, a property owner, and the City's legal counsel in concert with the determinations of the City Administrator/Recorder, Public Works Director, and a management consultant selected by the City.
3. Contractor will prepare documentation necessary for drafting the legal description of purchase options for easements necessary to add a well to the City's water system.
4. Contractor will remain on retainer with the City for future surveying needs.

Project Scope

The scope of the project entails providing and utilizing the equipment and personnel necessary to perform these operations. You may provide this in list or paragraph form.

The criteria set forth below should be met to achieve successful completion of the project:

1. Employ or contract with personnel certified for surveying in Oregon.

Acceptance of the work is contingent on the following acceptance criteria:

1. Contractor is able to keep in contact with the City of Sodaville regarding availability of services.
2. Contractor is able to adequately provide personnel with experience in surveying.



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	December 2023
Selection of Top Bidders / Notification to Unsuccessful Bidders	January 2024; or monthly until filled
Start of Negotiation	January 2024; or monthly until filled
Contract Award / Notification to Unsuccessful Bidders	February 2024; or monthly until filled

The need-date for project completion is between February - June 2024. The selected firm will remain on retainer so that the City does not need to put out bids in the future for surveying work. The schedule will be set by a management consultant chosen by the City, City Administrator/Recorder, and Public Works Director.



Budget

Bidder will present rates for services. The surveying project for the new city well is funded by an IFA loan from Business Oregon and an appropriation from the Oregon Legislative Assembly, with some funding to be split between multiple projects.



Evaluation Factors

The City of Sodaville will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Technical expertise/experience of bidder and bidder’s staff

The City of Sodaville reserves the right to award to the bidder that presents the best value to the City of Sodaville as determined solely by the City of Sodaville in its absolute discretion.