

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

REQUEST FOR PROPOSALS FOR SURVEYOR SERVICES February 9, 2022

The Plumas Eureka Community Services District is seeking surveying services from a firm or individual licensed in the State of California. Interested surveyors are asked to submit a specific statement of qualifications to perform the services listed in this announcement.

Proposals are due MARCH 7, 2022 5:00 PM

BACKGROUND. The Plumas Eureka Community Services District is located along the Middle Fork of the Feather River near the intersection of California State Route 70 and State Route 89 off of County Road A15. The District provides water, waste water and emergency response services. The District also owns and maintains, buildings, roads, and open space.

SCOPE OF WORK.

The contracted surveyor will provide task-based services to the District on a time and materials basis. Upon the request of the District General Manager, the consultant may be required to:

- Survey and mark District property boundaries
- Ensure all easements and rights of way are surveyed and documented
- Assist in defining the flood hazard boundaries on District property
- Conduct surveys related to capital construction projects
- Assist in the development of project bid documents
- Assist in the acquisition, transfer, and sales of District properties
- Participate in District Board meetings
- Provide products in a CAD format.

CONTENTS OF PROPOSALS

- A. **Cover Letter** that describes 1) the expertise and experience of the firm, 2) the firm's knowledge of the District, 3) the availability of key staff, and 4) the level of commitment the firm is willing to make to District projects. The letter must be signed by project team member authorized to make commitments on behalf of proposer.
- B. **Approach to Providing Services** to the District including:
 1. the location of office(s) that the contractor will use
 2. the members of the firm that will likely be engaged in District Projects
 3. the preferred methods or technologies used for surveying and recording and storing information
 - a. how the contractor would prefer to initiate projects
 - b. how land surveys will be conducted
 - c. methodologies for reviewing survey records
 - d. process for reporting progress

- e. preferred method of requesting and receiving payment for services
- f. process for completing projects and providing final products
- g. preferred method of resolving disputes

C. Fee Schedule: Provide an hourly fee schedules for all those that will provide service to the District and for other anticipated expenses.

D. References: Provide a list of at least four references including names, positions and telephone numbers for the individuals identified in the qualifications. References from agencies similar to the PECSD are most helpful.

INSTRUCTIONS FOR SUBMITTING SOQ

The District requests that proposers submit one (1) pdf copy by email no later than 3:00 PM, March, 2022 to jillian.pecsd@gmail.com and john.rowden@digitalpath.net.

QUESTIONS Please address any questions to John Rowden, Interim General Manager john.rowden@digitalpath.net with a subject heading of "Sureveying Services RFQ."

SELECTION PROCESS AND CRITERIA

The District will review proposals, check references, and select the most qualified cost-effective firm. The District may request interviews. The selection criteria include:

- Responsiveness to the RFP
- Qualifications and relevant experience of firm with the Districts and other public agencies
- Qualifications and relevant experience of key staff
- Approach to providing services
- Cost of services
- Support from references
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AWARD SCHEDULE

The selection process schedule is as follows:

- District Issues RFQ: **February 9, 2022**
- Qualification Submittals Due to District: **March 7, 2022**
- District Board Approval: **March 9, 2022**

CONTRACT

Following selection of the most qualified consultant, the final contract will be negotiated with the PECSD General Manager and approved by the PECSD Board of Directors. The agreement will extend for five years. The District will reserve the right to terminate the agreements at any time for any reason.

REQUIREMENTS

Each firm, by responding to this RFP, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the District with proof of the following:

1. An appropriate current license issued by the California Board of Professional Engineers, Land Surveyors, and Geologists.
2. Current Insurance including:
 - (a) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, or the exact equivalent, and shall be no less than \$1,000,000 per occurrence and no less than \$2,000,000 in the general aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Agreement.
 - (b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1), or the exact equivalent, covering bodily injury and property damage for all activities shall be in an amount of not less than \$1,000,000 combined limit for each occurrence.
 - (c) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.
 - (d) Professional Liability: Professional Liability insurance with minimum limits of \$1,000,000. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.). If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

MISCELLEANEOUS

The District reserves the rights to

- Cancel the RFQ, in part or in whole, if it is determined to be in the best interest of the District.
- Waive minor irregularities and formalities in the RFP submittals.
- Seek other engineering design and construction services contracts,
- Seek clarification on any point in any Proposals at any phase of the selection process.

Further, no guarantee of work, financial obligation, or other assurance is made to any respondent of this RFQ whether selected or not for the role of vendor.