



REQUEST FOR QUALIFICATIONS

FOR

ON-CALL LAND SURVEYING SERVICES

PROJECT NO. P.W. 700-2

Qualification Due Date: Tuesday, November 26, 2024 at 4:00 p.m.

Public Works Department
Capital Improvements Division
200 "H" Street
Antioch, CA 94531-5007
(925) 779-7050

INTRODUCTION

The City of Antioch is soliciting qualifications from experienced land surveying firms to perform various land surveying services related to the City's Capital Improvement Program and other City/Public Works Projects. The City's intent is to generate a list of up to three firms that could assist the City in performing these services on an "as needed" basis. This list will be in effect for a period of three (3) years.

Previous City expenditures for land surveying services have typically been \$100,000 or less, per year, however expenditures will vary dependent on the amount of work performed. The City will not guarantee a set contract value for these services.

The deadline for submission of qualifications for this work is 4:00 p.m., Tuesday, November 26, 2024.

SCOPE OF WORK

The work to be performed under this contract will be individually negotiated as the need for services arises and will be authorized in writing by the City. In some cases, the City may elect to assign only specific portions of a project, or in other cases, the entire project including auxiliary associated work to the Consultant.

The scope of work may include, but not be limited to:

- Performing field surveys of boundary lines, topography and existing facilities or structures.
- Preparation of legal descriptions, plats, records of survey, and right-of-way maps.
- Providing construction staking indicating the vertical and horizontal location of improvements to be built, and various types of surveying tasks on all types of construction projects.
- Performing Quality Assurance work associated with various types of land surveying work.
- Reviewing, suggesting corrections, and making recommendations on the checking of parcel maps, records of survey, right of way cases, minor land cases, and final subdivision maps.
- Performing field monument inspections on parcel maps and final subdivision maps.
- Performing volume calculations and associated field surveys.
- Researching and reviewing title issues such as ownership and easements.
- Other associated professional services that may be requested.

SUBMITTAL REQUIREMENTS

Please include the following information in the proposal submittal:

- Cover letter - Signed letter by an individual authorized to negotiate on behalf of the firm with the budget and scope of services binding for a term of 90 days from the date of submittal to the City.
- Introduction – Provide a brief project description conveying an understanding of the issues.
- Project Manager/Consultant Team – Detail key individuals to be assigned to the project, their qualifications and respective roles.

- Scope of Work – Outline sequential specific tasks required to complete the project, describing how each task is to be accomplished and identifying team members responsible for completion of specific products that will be produced.
- Work Plan/Project Schedule – List all tasks, major project milestones, approximate number of weeks to complete each task and anticipated completion timeframe upon receiving the Notice to Proceed.
- Related Experience and References – List similar projects completed by the project manager with a listing of at least three (3) references with current phone numbers and email addresses. Identify specialized experience and technical competence available in the firm and/or subcontractor consultants identified as participating in the Project.
- Estimated Project Budget – Estimate costs for each task or phase listed in the scope of work. The budget should contain all cost assumptions including the number of hours for each team member, hourly billing rates, estimated costs of other items (travel, printing, etc.), subtotal of fees by task and a grand total (labor and direct costs) to complete the scope of work.
- Availability – Identify a window of time indicating availability to start the project. The selected firm will be required to enter into a written contract with the City of Antioch in a form approved by the City Attorney. It is expected that work will commence upon award of contract.
- City’s Consultant Contract – Identify any sections of the City’s standard consultant contract (Attachment “B”) that pose significant concerns and would require negotiation/modification in order to be acceptable to consultant.

SUBMISSION INSTRUCTIONS

Three (3) bound, one (1) unbound and one (one) electronic copy of the proposal **must be submitted no later than 4:00 p.m. on Tuesday, November 26, 2024**, to:

Scott Buenting
 Acting Public Works Director/City Engineer
 City of Antioch
 Capital Improvements Division
 PO Box 5007
 Antioch, CA 94531-5007

Interviews will be conducted if there is not an outstanding response, and two or three firms are very close in evaluation points. Any questions regarding the above should be directed to Scott Buenting at (925) 779-6129; or sbuenting@antiochca.gov.

ATTACHMENTS

- A: *Evaluation Criteria*
- B: *City of Antioch Consultant Services Agreement*

Attachment A

Evaluation Criteria

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
Introductory Letter – Qualification and experience of the firm, reflects understanding of scope, ability to provide timely services, willingness to sign contract without changes, and responsiveness.	20	
Project Manager - qualifications and experience of the project manager on overseeing similar projects.	15	
Project Team - qualifications and experience of the project team on similar projects.	10	
Quality of Work Plan – understanding of steps necessary to move the project forward.	15	
SUBTOTAL FOR SHORTLISTING	60	
References	10	
SUBTOTAL WITH REFERENCES	70	
INTERVIEW		
Presentation by Project Manager – Understanding of scope, critical issues, innovation, and solutions.	10	
Presentation by supporting staff – Experience, roles and responsibilities, communication and coordination between consultant staff, agencies, and City.	10	
Q&A – Response to panel’s questions.	10	
SUBTOTAL WITH INTERVIEWS	30	
TOTAL	100	
RANKING OF CONSULTANT FIRM (assigned after completion of scoring)		

Panel Member Name _____

Consultant Firm _____