

**REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES**

	<h2 style="margin: 0;">REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL SERVICES</h2>	
<b>RFP Title: Assistant Examining Land Surveyor</b>		
<b>RFP Response Due Date and Time:</b> 8:30 am, Mountain Time / July 12, 2016	<b>Number of Pages</b> (including cover): 5	<b>Issue Date:</b> June 21, 2016
<b>ISSUING AGENCY INFORMATION</b>		
<b>Flathead County Commissioners' Office</b> 800 South Main Street, Room 302, Kalispell, MT 59901  <b>Single Point of Contact (SPOC):</b> Maria Albertson – (406) 758-5537, <a href="mailto:malbertson@flathead.mt.gov">malbertson@flathead.mt.gov</a>  <b>Website:</b> <a href="http://flathead.mt.gov/commissioner/documents/surveyor.pdf">http://flathead.mt.gov/commissioner/documents/surveyor.pdf</a>		
<b>INSTRUCTIONS TO RESPONDENTS</b>		
<b>Return Sealed Proposal to:</b> Maria Albertson Flathead County Commissioners' Office 800 South Main Street, Room 302 Kalispell, MT 59901	<b>Mark Face of Envelope/Package with:</b>  <i><b>RFP Response-Assistant Examining Land Surveyor</b></i>	
<b>Special Instructions:</b>		
<b>RESPONDENTS TO COMPLETE THE FOLLOWING</b>		
<b>Firm's Name/Address:</b>	<hr/> <p style="text-align: center;">(Name/Title)</p> <hr/> <p style="text-align: center;">(Signature)</p> <p><b>Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges an understanding of and willingness to comply with the RFP specifications and requirements.</b></p>	
<b>Type of Entity (e.g., corporation, LLC, etc.)</b>	<b>Phone Number:</b>	
<b>E-mail Address:</b>	<b>FAX Number:</b>	
<b>PLEASE RETURN THIS COVER SHEET WITH RFP RESPONSE</b>		

## **REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES**

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The Flathead County Board of Commissioners is requesting proposals from professional land surveyors or firms employing professional land surveyors to provide services to Flathead County. Flathead County will retain one firm to provide Assistant Examining Land Surveyor services. A detailed description of services is listed below.

The firm selected to provide these services will be required to enter into a two (2) year contract. Flathead County reserves the right to attempt to negotiate a subsequent two (2) year contract extension with the awarded firm(s) or person(s). If an agreement satisfactory to the County cannot be reached, the position will be re-advertised.

**RFP Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:  
Maria Albertson, Flathead County Commissioners' Office  
800 South Main Street, Room 302, Kalispell, MT 59901  
(406) 758-5537, [malbertson@flathead.mt.gov](mailto:malbertson@flathead.mt.gov)

- Questions about this RFP must be submitted via e-mail or in writing to the SPOC by 5:00 pm on **July 6, 2016**. No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 pm on **July 7, 2016** on the Flathead County webpage at:  
<http://flathead.mt.gov/commissioner/documents/surveyor.pdf>
- **Proposals must be submitted to the SPOC no later than 8:30 am on July 12, 2016.**
- **Six (6) copies** of the RFP response proposal must be submitted as well as **one (1) electronic copy**.
- Please label outside of response package envelope as: **RFP Response-Assistant Examining Land Surveyor**
- Proposals are scheduled for opening by the Board of Commissioners at **9:00 am, July 12, 2016** in the Commissioners' Chambers, located on the third floor of the County Courthouse.

### **TARGET SCHEDULE OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
<b>Deadline for Receipt of Written Questions on RFP</b>	<b>July 6, 2016</b>
<b>RFP Question Responses Posted on County Website</b>	<b>July 7, 2016</b>
<b>RFP Proposals Due to Commissioners' Office</b>	<b>July 12, 2016</b>
<b>Intended Date for Contract Award</b>	<b>July 27, 2016</b>
<b>Contract Term</b>	<b>July 27, 2016 thru June 30, 2018</b>

### **BACKGROUND INFORMATION**

Flathead County has been contracting services for Assistant Examining Land Surveyor for many years. The volume of services is dependent upon surveying needs of the County government and the number of surveys/plats submitted for review. The Assistant Examining Land Surveyor will

## REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES

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complete reviews for any surveys where the Examining Land Surveyor has a conflict of interest. Services will vary based upon the volume of certificates of survey, subdivisions, and road abandonment requests received by Flathead County. The size and complexity of the individual requests are varied. (Please note that Flathead County does not guarantee any level of work to the selected firm.)

### SCOPE OF WORK FOR PROFESSIONAL SERVICES

According to Montana Code Annotated, an Examining Land Surveyor is defined as a registered land surveyor appointed by the governing body to review surveys and plats submitted for filing.

**The basic services to be provided by the Assistant Examining Land Surveyor will include, but are not limited to, the following:**

- The Assistant Examining Land Surveyor will act as the Examining Land Surveyor at any time the Examining Land Surveyor has a conflict of interest;
- Review requested road abandonments, write a viewer's report and provide a recommendation to the Flathead County Board of Commissioners;
- Meet with the Commissioners as needed;
- Examine and sign Subdivision Plats submitted for review;
- Examine and sign Certificates of Survey submitted for review;
- Provide other Examining Surveyor services requested;
- All work must be performed in a timely manner and within statutory or policy-imposed deadlines.
- The firm selected to provide these services will be required to enter into a two (2) year contract. Flathead County reserves the right to attempt to negotiate a subsequent two (2) year contract extension with the awarded firm or individual.

### STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

#### **Proposal Submittal:**

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents should submit six (6) full copies of their RFP response proposals and one (1) electronic copy to the Single Point of Contact (SPOC) for this solicitation by **8:30 am, July 12, 2016**. **No late, faxed, or email proposal submittals will be accepted.** Proposals should not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes. Minimum font size for all text is 12 point. Questions about the RFP must be submitted via e-mail or in writing to the SPOC on or before **5:00 pm, July 6, 2016**. A response addendum listing all questions received and Flathead County's responses will be posted by **5:00 pm, July 7, 2016** on the Flathead County webpage at <http://flathead.mt.gov/commissioner/documents/surveyor.pdf>. If a party is interested in the questions received and the responses provided by Flathead County, it is the responsibility of each firm to check the County's website.

## **REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES**

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Subject to exceptions provided by Montana law, all information received in response to this RFP, including copyrighted material, is public information. Proposals will be made available for public viewing shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP responses for interested parties to review during regular business hours at the County Commissioners' Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFP, one will be provided on a disk for a charge of \$1.00 per disk copy.

### **Proposal Content:**

Proposals shall demonstrate that the firm has the professional capability and availability to satisfactorily complete all the tasks as described in the Scope of Work section of this RFP in a timely manner.

Responses shall include:

- 1) The consultant's/firm's legal name, address, telephone number and principal contact's e-mail address;
- 2) Location of managing office;
- 3) Name and location of Project Manager;
- 5) The experience, qualifications, and roles of all staff to be assigned;
- 6) Description of the firm's/individual's prior experience, including any similar work completed;
- 7) Description of the firm's/individual's current work activities and how these will be coordinated with the surveying services requested by Flathead County;
- 9) Three (3) references knowledgeable of the firm's/ individual's recent performance on similar projects, including the company name, location where services were provided, contact person(s), contact telephone number(s), contact e-mail address(es), and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's/individual's ability to perform the contract. The County reserves the right to contact additional references.

### **Evaluation Criteria:**

Respondents will be evaluated and scored according to the following criteria. Each item must be addressed in the proposal in order to be considered responsive.

- 1) Overall quality of the Proposal – 10%
- 2) The qualifications and experience of the professional personnel to be assigned to the project – 20%
- 3) The firm's capability to meet time and project requirements and the availability of personnel to respond and provide services in a timely manner – 20%
- 4) Location of Firm – 5%
- 5) Present or projected workload that would affect completion of the project – 20%
- 6) Related experience on similar projects – 20%
- 7) Recent or current work for Flathead County – 5%

## REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES

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### PROFESSIONAL SERVICES SELECTION PROCESS

Upon receipt of responses, Selection Committee members will evaluate all proposals and assign scores based on the stated evaluation criteria. The highest ranking firm may be asked to attend an interview. Flathead County may open negotiations with the highest-ranked. If interviews are conducted, finalists are encouraged to bring examples of related work and any other pertinent information. If an agreement cannot be reached with the highest-ranked firm, negotiations will be terminated. Negotiations will be initiated with the other firms in order of ranking until an acceptable agreement is concluded or the County terminates the process and re-advertises. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses.

The RFP is for surveyor services related and no further work is implied or guaranteed. Firms contracting with Flathead County must provide the following insurances (as applicable): independent contractor's insurance with limits of \$1,000,000; business liability insurance with limits of \$1,000,000;-professional liability insurance with limits of \$1,000,000; coverage with at least \$1,000,000 per accident and proof of workers' compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee, or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation, or warranty made therein or in any connection with the agreement.

While Flathead County intends to award a contact resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination that such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Determine at any time whether the proposal is unresponsive in any manner;
- Waive any informalities or irregularities in the response,
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.

