



City of Brentwood, Missouri

Request for Qualifications
For
Surveying Services
throughout the
City of Brentwood

November 3, 2019

Submission Deadline: 12:00 p.m. November 20, 2019

1. INTRODUCTION

- A. The City of Brentwood (herein noted as “the City”) proposes to retain a qualified Engineering Firms (herein noted as “the Contractor”) for the purpose of providing property research, boundary and topographical surveying throughout the City of Brentwood.
- B. The City has established special and specific qualifications for the proposals to assure quality of the provided service. The Contractor shall possess skill and experience to perform quality work as solely determined by the City, which qualifies it to provide surveying services as detailed and specified.
- C. Interested firms are invited to submit their qualification for consideration. The submittal should contain, at a minimum, the information requested in this Request for Qualifications.
- D. Four (4) copies of the proposal, marked on the outside of the envelope “City of Brentwood Surveying Services throughout the City of Brentwood RFQ” should be delivered to:

City of Brentwood
Office of the City Clerk
Brentwood Recreation Complex
2505 S. Brentwood Boulevard
Brentwood, MO 63144

- E. The proposals should be delivered no later than 12:00 p.m. November 20, 2019. Any submittals received after the date and hour of the proposal due date shall not be considered.
- F. The date and time of receipt of the proposals as noted by the City of Brentwood will be conclusive for all purposes.
- G. The City of Brentwood reserves the right to reject any or all proposals submitted.
- H. A team of City officials will evaluate the proposals. If deemed necessary, a short list of firms will be notified for follow-up interviews to be conducted on November 25, or 26. The evaluation team will summarize its findings and submit their recommendation to the Public Works Committee.
- I. If deemed necessary to help establish a fair and responsible cost for services, the City may request copies, (from the “selected” firm), of the past six surveying contracts for which that firm performed services. Any objections to this must be clarified in your response to this RFQ.
- J. Any inquiries concerning the proposal should be directed to Eric Gruenfelder, Director of Parks & Recreation at egruenfelder@brentwoodmo.org.
- K. Contact with other City officials or members of the Board of Aldermen is prohibited.
- L. The City will not be liable for any cost which any Contractor may incur in connection with the preparation or presentation of its submittal or demonstrations.

2. PROJECT DESCRIPTION

- A. The City is seeking a Contractor to resolve numerous property ownership issues within the City of Brentwood.
- B. The properties include:
 - 1. Along the former St. Louis Public Service Company right of way, also known as Swim Club Lane (aka South Central Street)/Rogers Parkway Corridor from Manchester Road north to Memorial Park.
 - 2. A 15-foot wide alley between 8724 Bridgeport Avenue and 8720 Bridgeport Avenue, connecting to the 8700 block of White Ave. Including a small path from the end of White Ave. that goes to Swim Club Lane.
 - 3. A pathway north of 2430 Cecelia Ave. that runs east to Litzsinger Rd.
 - 4. A pathway between 2832 Manderly Drive and 2828 Manderly Drive, connecting the 2900 block of Hilldale Ave.
 - 5. A pathway between 1923 Parkridge Ave. and 49 Yorkshire Lane Court, connecting to Whitehall Court.
 - 6. A pathway between 73 Yorkshire Lane Court and 81 Yorkshire Lane Court, connecting to Southcote Rd.
 - 7. A pathway between 2424 Mari Kay Court and 2429 Mari Kay Court, connecting to the 2400 block of Louis Ave.
 - 8. An apparent easement between 9357 Parkside & 9361 Parkside and 9321 Litzsinger Rd.
- C. A map highlighting each parcel has been included as an appendix to this RFQ.

3. SCOPE OF SERVICES

- A. Establish Ownership of each property.
 - 1. Complete property research.
 - 2. Research current property ownership.
 - Contractor shall be responsible for record plans, deeds and/or subdivision plats and other title research.
 - 3. Research any easements granted by the City of Brentwood.
 - 4. Determine ownership of property.
 - 5. Perform any title commitments on an ad hoc basis if encroachments are noted and additional research is needed to determine legal rights.
 - 6. Digital copies shall be provided to the City.
- B. If the property is owned by the City, complete Boundary/Right of Way Survey
 - 1. The Contractor will research each property along each subdivision or property and adjacent to the identified city streets alleys and pathways, including property owner name, assessor's map number, and deed book and page, obtained from County records.
 - Right of Way calculations shall be based on records based on record documents.
 - Parcel owner information to be shown per current deed.
 - Existing easements of record will be located for all parcels either from the record plat or referenced in right of way plans.

2. The Contractor shall mark all corners and changes in directions with rebar and survey caps.
 3. Datum for the site shall be NAD83, NAVD88, Geoid 12a, Local SPCZ unless requested differently prior to commencement of field operations.
 4. This is a Route, Right-of-Way, Boundary State Minimum Standard Detail Survey unless agreed to prior to commencement of field operations.
 5. Locate all easements.
 6. The Contractor will make arrangements to the best of their ability for access to all parts of the survey prior to commencement of the work.
- C. Once a Boundary Survey is completed the City will determine if a Topographical Survey is required.
1. The contractor will provide the location of existing topographic and visible improvements within the eight properties listed in the Project Description section of the RFQ.
 - A portion of one property, from the Brentwood Swim Club to Rosalie Ave. had a partial property survey completed in 2016. The City anticipates this work can be provided to you to for incorporation into a complete survey for the entire corridor.
 2. The topographic survey for every property except Swim Club Lane/Rogers Parkway Corridor shall be within the existing right of way to approximately 20 feet on either side of the right of way.
 3. The limits of the survey for Swim Club Lane/Rogers Parkway Corridor Shall be:
 - North: north boundary of Swim Club extended to the north bank of Black Creek, including the existing bridge.
 - South: Manchester Road
 - East: Swim Club Right of Way + 25 ft, and Dorothy Ave. Right of Way + 25 ft.
 - West: Swim Club Right of Way + 25 ft, Mary Ave. Right of Way + 25 ft., and Van Mark Way Right of Way + 25 ft.
 4. The topographic survey shall include but will not be limited to the following:
 - Pathways, sidewalks, driveways, garages, fences and structures
 - Storm sewer inlets and manholes, including incoming and outgoing flowlines and pipe sizes.
 - Sanitary sewer manholes, including incoming and outgoing flowlines and pipe sizes.
 - Landscaping (shrubs, bushes, mulched planting beds).
 - Irrigation sprinkler heads
 - Trees (all sizes) or Tree Lines
 - Edge of pavement and type
 - Edge of sidewalk and type
 - Curb rams including truncated domes and landing areas at top of ramps
 - Crosswalk markings and tinted/patterned pavement treatments at crosswalks
 - Highway and street signs
 - Mailboxes
 - Utility valves and meters
 - Utility poles and guy wires
 - Fiber optic manhole/vault, including depth of structure, top slab thickness and manhole frame depth

- Existing signal equipment, including signal poles, traffic signal cabinets and associated pull boxes
 - Ridges or valleys or any other breaklines necessary for an accurate Digital Terrain Model (DTM) of the project
5. Locate all easements.
 6. Only obvious/presumed encroachments shall be located. No determination of ownership of the encroachments will be made.
 7. The City prefers Contractor shall have the ability to survey with a drone if they cannot get permission from a property owner to access property.
 8. The City prefers Contractor shall survey with a mobile LiDAR, when feasible.
- D. If requested, provide 1-foot contour information
1. Ground spot elevations shall be shown at 0.1 feet or better
- E. Deliverables/Submittals
1. If a new legal description is determined to be needed, a legal description of every parcel identified in the Project Description,
 2. All plats of surveys and legal descriptions shall be provided electronically as a pdf.
 3. All encroachments shall be surveyed, and a tabulation of all items encroaching within the right of ways shall be tabulated in a spreadsheet for both areas surveyed.
 4. Relevant CAD files will be transmitted to the City in an agreed upon format.
 5. At the request of the City, the Contractor shall provide shapefile spatial data format files (.shp extension) such that the City can add survey details to its future GIS platform and retain files for references for future municipal projects.
 6. The City prefers that the Contractor has the ability to create a live database for each property that the City can access throughout the project.

4. INSURANCE

The selected Contractor shall procure and maintain during the life of this agreement insurance of the types and minimum amounts as follows:

Workers Compensation and Employers Liability (E.L. Each Accident)

A. General Liability

1. General Aggregate \$2,000,000.00
2. Product, Completed Operations Aggregate \$2,000,000.00
3. Personal injury \$1,000,000.00
4. Each Occurrence \$1,000,000.00
5. Fire Legal Liability Damage \$100,000.00
6. Medical Expense \$10,000.00

B. Automobile Liability

1. Combined Single Limit \$1,000,000.00

C. Excess Liability

1. Each Occurrence \$1,000,000.00
2. Aggregate \$2,000,000.00
3. Disease, Policy Limit \$500,000.00
4. Disease, Each Employee \$100,000.00

The successful Contractor must provide a Certificate of Insurance and Endorsement satisfactory to the City naming the City of Brentwood as additional insured. This certificate shall remain in force for the length of the contract and extensions. The City shall be given (30) days written notice prior to cancellation.

5. INDEMNIFICATION

The selected Contractor shall indemnify and hold harmless the City against injury, loss or damage and costs and expenses (including reasonable attorney fees) suffered or incurred by the City for personal injuries including death, or property damages sustained, caused by negligent or willful acts, errors or omissions of the selected Contractor, any subcontractors of the selected Design Consultants their respective agents, employees or contractors arising out of the Work of this Contract.

The selected Contractor team’s obligation, if any, to indemnify the City is limited to losses incurred by the City as a direct result of selected Contractor team’s acts or omissions and does not extend to losses sustained in whole or in part as a result of the City’s acts or omissions.

6. STATEMENT OF QUALIFICATIONS

Responses to this RFQ should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested in each section. Any additional information that you wish to submit should be included in a separate section marked “Supplemental Information.”

A. General Company Qualifications

1. Provide a brief history and general overview of the company. Include the total number of employees at your firm, the number and type of registered professionals and a breakdown of your staff by discipline.
2. State the location of the firm’s headquarters and location, if different from which this project will be managed.
3. Provide information regarding the firm’s ownership and organizational structure – include a company organizational chart.
4. Include Company information/general qualifications on each sub consultant proposed on this project.
5. Provide firm revenue history including total revenue and revenue from surveying work for the last five years.
6. Provide references for the firm’s Banks, Surety and Bonding Agent.
7. List any pending judgments, claims, arbitration or suits against your organization or its officers.

B. Related Project Experience

1. List the projects your organization has completed in the last five years, or is currently providing Surveying Services for a municipality, county, school district or other public entity. Include at least:
 - Project Name
 - Location
 - Brief Description
 - Year Completed
 - Project Cost
2. List other relevant or similar project experience completed in the last five years. Include at least:
 - Project Name
 - Location
 - Brief Description
 - Year Complete
 - Project Costs
3. Provide specific documentation regarding your firm's proximity, experience, familiarity and commitment to the area and community in which the project is located.
4. Select three projects of similar scope that have been completed within the last three years. Specifically relate how your experience with these projects will be applies in the execution of this project.

C. Proposed Team

1. Provide an organizational chart showing your team's proposed project organization, showing key project positions identified by title and showing lines of authority/responsibility and communication. Provide the name of each individual that your team proposes to use for each key project position. Include the resumes of key personnel with a description of the roles they will assume on this project and list of related project experience. For each member of your team's proposed project organization, show the percentage of their time that will be dedicated to this project.
2. Include the resumes for all key sub consultants staff members clearly indicating their role in the project.
3. Identify the commitment level of each key person to be assign to the project if selected. The use of alternative personnel, other than those listed, will be considered a breach of contract unless the change is due to the employee's resignation/illness/termination or if it is agreed upon and approved in writing by the City of Brentwood.

D. Proposed Schedule

1. Provide a tentative time line schedule.
2. Indicate major time constraints of decision points.

E. Approach & Survey

1. Project Approach – describe your approach for this assignment.
2. Approach to Property Research – describe your approach to determine the ownership of each parcel
3. Approach to Survey – discuss important considerations when surveying for municipal buildings.
4. Quality Control Methodology/Processes – state what measures you use to achieve coordination of the work of all team members and to minimize mistakes.

7. SELECTION PROCESS

A. The City of Brentwood intends to award the Surveying Services Contract to that qualified firm which best demonstrates the following criteria:

1. The specialized experience and technical competence of the firm.
2. The experience and expertise of team members identified to perform the work.
3. The firm's understanding of the project requirement and the City of Brentwood's objectives.
4. Experience on municipal projects of similar size and complexity.
5. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
6. The firm's proximity to and familiarity with the area in which the project is located.

B. If necessary, a short list of firms or teams may be selected for follow-up interviews.

C. Each proposal will be scored on a scale of 1 to 100 points. If the City hosts oral presentations, submissions will be re-scored at the conclusion of the presentations. Each section of the proposal will receive the following points:

- General Company Qualifications (30)
- Related Project Experience (25)
- Proposed Team (25)
- Proposed Schedule (5)
- Approach & Survey (15)

D. The recommendation of the selection committee will be subject to a successful contract negotiation, followed by approval by the Board of Aldermen. If an agreement cannot be reached, the City reserves the right to negotiate with other qualified firms.