

Request for Qualifications to Provide Contract Surveyor Services

Issue Date: December 6, 2010

Due Date: January 26, 2011

The Local Agency Formation Commission (LAFCO) of Yolo County is seeking responses from qualified surveyors or surveyor firms to provide surveyor services. The initial contract would be for a one-year term after execution of a mutually agreed contract with the option of a two-year extension, provided services are rendered to the satisfaction of the Executive Officer. The selected contractor will serve at the discretion of the Commission and work under the direction of the Commission's Executive Officer. **Proposals are due by Wednesday, January 26, 2011 at 5 pm, no faxes or email.**

LAFCO OVERVIEW

The Local Agency Formation Commission of Yolo County is an independent agency created by the State legislature to regulate the boundaries of cities and special districts. LAFCO's purpose is to encourage the orderly and logical formation of local government agencies, preserve agriculture and open space lands, and discourage urban sprawl. Enabling legislation is contained in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and amendments.

With an annual budget of approximately \$400,000, LAFCO is locally funded by the County of Yolo and four cities: Davis, West Sacramento, Winters, and Woodland. Policy direction is provided by a five-member Commission (plus alternates) of county, city, and public representatives. A small professional staff provides support to the Commission. The Executive Officer reports directly to the Commission and performs all duties necessary for the proper and efficient management of LAFCO, as determined by the Commission and

COMMISSIONERS

- ★ *Public Member* Olin Woods, Chair ★
- ★ *County Member* Matt Rexroad, Vice Chair ★
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ALTERNATE COMMISSIONERS

- ★ *Public Member* Robert Ramming ★ *City Member* Bill Kristoff ★ *County Member* Jim Provenza ★

STAFF

- ★ *Executive Officer* Elizabeth Castro Kemper ★ *Assistant Executive Officer* Elisa Carvalho ★
- ★ *Commission Clerk* Terri Tuck ★ *Commission Counsel* Robyn Truitt Drivon ★

state law. The annual work program, meeting agendas, staff reports, policies, procedures, forms and other information are posted on our website (www.yololafco.org).

Surveyor services are currently provided by the Yolo County Surveyor. The County Surveyor position is part time. Private surveyor services are anticipated to be provided when the County Surveyor is unavailable or has insufficient time to devote to a project.

Qualifications

Yolo LAFCO is seeking a contractor that is committed to providing the highest quality surveying services to public sector clients. The successful contractor will be a licensed surveyor with experience in verifying map and legal description boundaries.

Scope of Work

Yolo LAFCO desires to contract with a qualified individual or firm to provide surveyor services when the County Surveyor is unavailable or at the discretion of the Executive Officer. The surveyor will provide the following services to Yolo LAFCO:

- Ensure Yolo LAFCO and State Board of Equalization map and legal description requirements and standards, which can be found at the following website: www.yololafco.org, are followed in maps and legal descriptions submitted for Yolo LAFCO boundary change proposals.
- Ensure timely and accurate review and verification of proposed project boundaries and legal descriptions submitted to Yolo LAFCO.
- Indicate any irregularities in proposed project boundaries and legal descriptions and provide correction suggestions as needed.
- Respond to information requests by LAFCO in a timely manner.

The number and frequency of project proposals submitted to LAFCO varies. Surveyor services are expected to be provided as needed.

Term of Agreement

The term of the proposed agreement shall be for one year, with an option to extend the agreement for up to two additional years.

Required Information

If you are interested in providing services, please submit the following information to the LAFCO office:

- Name, address and telephone number of organization, and the name of contact person.
- Statement of qualifications. Provide proof of licensing and describe the organization's background and experience in providing surveyor services.

- Identification, resume, and proof of licensing of the specific individual(s) who would serve as the LAFCO surveyor, and the availability of that individual to review maps and legal descriptions.
- Proposed hourly charges for the designated individual(s) and billing policies.
- List of representative clientele of the organization and of the individual who would serve as LAFCO Surveyor. Please include contact information for references, and permission to contact references.
- Statement regarding any potential conflicts of interest.
- Any other information that you may believe would assist the Commission in reviewing the qualifications of your organization and the identified individual who would serve as the LAFCO Surveyor.

Submission of Proposals

Please deliver two copies of your proposal with a cover letter that includes the following:

- A signed letter by an individual who is authorized to bind the organization to a contract.
- A statement that the proposal is valid for 90 days from the due date of the proposal.
- The name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the selection process.

Proposals to provide surveyor services must be received in the LAFCO office by **5 p.m. on January 26, 2011**. Please address your proposal to:

**Elisa Carvalho, Assistant Executive Officer
Yolo County LAFCO
625 Court Street, Suite 203
Woodland, CA 95695**

There is no expressed or implied obligation for LAFCO to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. LAFCO reserves the right to reject any or all proposals submitted.

Selection Criterion

- A. Expertise, Experience, and Appropriate Licensing of the Organization and Designated Individual: This includes the organization's experience; the quality, experience, expertise and depth of the professional personnel to be assigned; and the adequacy of the organization's continuing professional education program for its professional personnel. Greater weight in the selection process will be given to contractors with LAFCO or general government understanding, experience, and expertise.
- B. Cost: The cost proposal to perform the requested services.

C. Availability: as needed.

Selection Process

The proposals will be screened and ranked by LAFCO staff. The most qualified organizations will be requested to make presentations to LAFCO staff based on their proposal. The staff will deliberate on and recommend a bidder to the Commission for final selection and contract approval. A Professional Services Agreement will be executed with the successful bidder.

LAFCO reserves the right not to award a contract, to modify the scope of services required as necessary, to request additional information or clarifications from responders, and to accept or reject any or all submittals received as a result of this RFQ.

Information

Thank you for your interest. For further information, please contact Elisa Carvalho, Assistant Executive Officer, at (530) 666-8048.