



City of SeaTac Request for Qualifications On-Call Contract for Land Surveying Services

Purpose

The City of SeaTac Department of Public Works is soliciting interest from firms to provide, on an as-needed basis, professional land survey and legal description services. This agreement is anticipated to be in effect until December 31, 2026.

Scope of Work

Survey Scope of Work for individual Task Orders under the agreement may include land or aerial survey, boundary survey, research and discovery, topographic survey, monumentation setting and recovery, aerial photogrammetry, Global Navigation Satellite System (GNSS) control surveys, construction staking, legal description preparation, and/or other related services needed for the preparation of base maps and project design background. Each scope of work will be described in the work order application, and may include, but not limited to the following:

- **Limits:** The limits of the survey for each Task Order shall be defined and described according to the need of the specific project. If survey work is for intersections, project corridor and side streets, the limits shall extend a minimum of twenty (20) feet from the PC/PT of each curb return, or, as defined in the Scope of Work.
- **Topographic Features:** Each project survey need will vary, and may include such things as land survey, bathometric, or aerial survey. The Work Authorization Scope of Work will define the actual type of survey needs for the Work Authorization. The following topographic features are examples of types of survey work which may be requested from the consultant:
 - **Property Features:** Building faces, door thresholds, fences and fence posts, steps, back of sidewalk and driveway locations located at the back of sidewalk or behind curb within 25 feet of the property corner at intersections.
 - **Roadway Centerline:** Monuments, monument line alignment, roadway centerline (if different from monument line alignment), tangent length, stationing, and bearings. If survey monuments are more than 600 feet from the street segments being surveyed, set benchmark(s) within the project limits.
 - **Right-of-Way:** Right of Way lines shall be established based from assessor maps or other City of SeaTac historical maps or data (property lines, easements, etc.). Also include building face outlines, address numbers and business names (if applicable), and property parcel numbers. All surveying shall be tied to control as defined by the City. All survey work shall be conducted in accordance with

the City and industry standards and requirements. City horizontal and vertical datum shall be used in all survey work (need City preferred horizontal and vertical datum) Mapping will be prepared using Civil 3D and following the current City Drafting and Layering Standards. The surveyor shall provide a DTM TIN surface with contours at 1-foot intervals.

- **Roadway/Transportation:** Survey monuments, roadway centerline, top and bottom of curb (flow line), back of sidewalk and ROW a minimum of every 25 feet and at grade changes. A sufficient number of survey shots of pavement, curb (top and bottom of curb), and grade breaks shall be collected to determine the approximate location of the roadway crown and to construct a DTM surface model adequate to generate (1) foot contours and a roadway and curb profile. Also include driveways and curb cuts, street lighting, visible areaways, sidewalks, curb type, channelization (signing and striping including cross walks, bike lanes), bus stop locations (sign and post and loading zone length), traffic signals and appurtenances (if at intersections include dimensions of pole foundations), traffic signal loops including lead-in from loop to hand hole (if at intersections include size and orientation), curb ramps and joints between dissimilar pavement types.
- **Curb Returns and Bulbs:** Top and bottom of curb at ten (10) foot intervals including, the PC/PT and the quarter points of each curb return and bulb. In addition, survey the roadway surface three (3) to five (5) feet from the curb-line and flow line in the gutter for each of these locations. A sufficient number of survey shots shall be taken in the area between the curb return and the right of way such that sufficient horizontal and vertical information is available to design new ADA compliant curb ramps and sidewalk.
- **Surface Utilities:** Surface location and elevation of water, fire suppression, irrigation, sanitary sewer, storm sewer, gas, electric, steam, and telecommunications including (but not limited to), manholes, vaults, catch basins, inlets, valves, hydrants, cleanouts, and other similar items.
- **Underground Features:** Sanitary sewer and storm sewer: Rim and invert elevation of all structures within the project limits. Identify the structure type (i.e., inlet, catch basin, manhole, etc.), pipe material, size of structure (diameter and dimensions if a rectangular structure), orientation, and materials of construction. The surveyor shall be responsible for coordinating opening utility structures.
- **Landscaping:** Vegetation, trees (evergreen and deciduous) label with common name, caliper diameter at chest height, and canopy diameter as measured on aerial photos or equivalent. Tree canopy diameter shall be shown in text only on the base map.

- **Surveying:**
 - Park Properties
 - Property Corners
 - Fencing or other encroachment onto city property
 - Monument perpetuation and research

- **Review of Legal Descriptions:** licensed surveyor review and comment on difficult legal descriptions, typically created in short plat or complicated subdivision

- **Survey and Mapping Requirements:** Establish horizontal, vertical, and boundary control. Locate monuments to establish right of way lines.
 - Horizontal control: Horizontal Datum NAD 83(91), Vertical Datum NAVD 88.
 - Bathometric Survey: May be provided by approved sub-consultant. Additional Insurance coverages and/or increased limits will be required.

- **Deliverable(s):** Provide AutoCAD Civil 3D file including all existing surface features labeled and a DTM with (1) foot contours. Horizontal Control Plan and topographic survey stamped by a licensed surveyor shall be required. **Survey monument** information to be delivered in a GIS file.

Selection Criteria

All Submittal of Qualifications (SOQ) will be scored and ranked on the below criteria. Selection will be based on the SOQ scoring.

<u>Criteria</u>	<u>Points (100 total)</u>
Organization of the project team along with qualifications of key personnel	20
Project understanding	30
Project approach and task order management	30
Firm's Quality Assurance/Quality Control Processes	20

Proposed Timeline

Schedule of Events	Date
Request for Qualifications (RFQ) Notice	August 7, 2023

Questions Due	August 24, 2023 by 5:00 PM PST
Statement of Qualifications (SOQ) Due	August 31, 2023 by 5:00 PM PST
Notification of Consultant Selection based on SOQ	September 7, 2023
Consultant Negotiations Conclude	September 21, 2023
Contract Award by City Council	October 10, 2023

Minimum Qualifications

Minimum qualifications are required for a consultant to be eligible to submit an RFQ response. Responses must clearly show compliance to these minimum qualifications. Consultants that do not comply with the minimum qualifications will be rejected by the City without further consideration.

This project will require a consulting firm, or team, with the following minimum qualifications and areas of expertise:

- Consultant must have demonstrated expertise and experience of at least eight (8) years providing survey work with a public agency like the City of SeaTac.
- Consultant Project Manager must have demonstrated experience working with a public agency like the City of SeaTac within the last five (5) years providing satisfactory services like those expected by the City for this contract.
- Consultant's Project Lead on work shall be a licensed surveyor in the State of Washington.

Legislative Process

The City anticipates this on-call services contract will go through the Transportation & Public Works (T&PW) Committee and City Council for approval. City staff will lead all necessary meetings and briefings with the T&PW Committee and full council. The prospective consultant may be asked to supplement staff at certain meetings.

RFQ Questions

Questions or requests for clarification regarding this RFQ shall be directed to the City Engineer, Florendo Cabudol, at fcabudol@seatacwa.gov. Questions must be received

in writing no later than 5:00 PM, Pacific Standard Time, August 24, 2023. Questions will be compiled, answered, and distributed via email to all solicited consultants.

Proposal Submission Logistics

Proposals must be received electronically via email to the project manager, Florendo Cabudol, City Engineer, at fcabudol@seatacwa.gov no later than 5:00 PM, Pacific Standard Time, August 31, 2023. No hard copy proposals will be accepted. If the file size is larger than 15 MB, contact the project manager for alternative submission options. Upon receipt of your documents, the City will send a confirmation email. Questions about the electronic submittal process can be directed to Florendo Cabudol, City Engineer, at fcabudol@seatacwa.gov.

Preparation Costs

The City of SeaTac shall not be responsible for any costs or fees related to proposal preparation, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Proposals

The City of SeaTac reserves the right to reject any or all proposals if determined to be in the best interest of the City, and to accept or reject minor informalities.

Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran-owned consultant firms to respond. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of SeaTac assumes no obligation of any kind for expenses incurred by respondents to this solicitation. The City's fair labor practices and non-discrimination policies shall apply.

Accommodations for persons with disabilities

The City is committed to meeting the requirement of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Florendo Cabudol at fcabudol@seatacwa.gov or 206-973-4740.