

SURVEYING SERVICES
Request for Qualification – DuPage County, Illinois
DuPage Community Development Commission

Purpose:

To qualify individuals and/or firms to assist DuPage County programs, including the Community Development Block Grant – Disaster Recovery program, by providing surveying services. Parties that are found to be qualified and cost reasonable will be put into a pool of qualified individuals/firms which will then be assigned sites on which to conduct surveys, as needed.

Background:

DuPage County has published an Action Plan and subsequent amendments (herein “Action Plan”) for the purpose of receiving a Community Development Block Grant-Disaster Recovery Grant (CDBG-DR) in the amount of \$31,526,000 in accordance with the Disaster Relief Appropriations Act, 2013 (Public Law 113-2). This grant is being made available through the U.S. Department of Housing and Urban Development (HUD) to assist disaster recovery efforts in response to declared major disasters occurring in DuPage County in 2013. These funds can be used only for specific disaster recovery-related purposes. DuPage County’s Action Plan can be viewed in its entirety at <http://www.dupageco.org/cdbg-dr/>

Through this Action Plan, DuPage County anticipates purchasing up to fifty properties between January, 2016 and June, 2019. Although these properties are scattered across DuPage County, the majority of the properties are located in Lisle, Oak Brook, Westmont, Lombard, Winfield, Carol Stream and Wheaton. Structures on these properties will be demolished and cleared.

Surveys will be performed during the purchase contract due diligence period prior to DuPage County’s purchase of the site and the sites will be privately owned residences at the time of the survey. Previous plats of survey may be available for some sites.

Request and Scope of Work:

Respondents are invited to submit documentation describing their ability to perform site surveys and reconnaissance necessary for acquisition of various properties within DuPage County in accordance with the following Scope of Work, as applicable:

1. Perform site surveys, including, but not limited to: topography, property boundaries, settlement surveys, cross-sections, and low water entry elevations for residential/commercial structures
2. Prepare exhibits specific to information obtained in the field
3. Prepare legal descriptions
4. Successfully resolve discrepancies in monuments
5. Perform field survey data reduction
6. Submit signed and sealed plats of survey meeting the standards of the American Land Title Association (ALTA), and which are consistent with the requirements of DuPage County and/or municipalities in which work is performed

7. Submit deliverables which will include, but may not be limited to: structure and cross section data on CD, copies of field books (including traverse plots and closure calculations), photographs of structures and cross-sections, table describing horizontal and vertical control points, sketches, and digital files of survey points

Evaluation Factors and Relative Importance:

Respondents will be evaluated based on materials submitted in response to this RFQ, as well as possible follow up interviews at discretion of DuPage County. The following factors will be utilized to determine each respondent's qualification and to choose the proposal(s) which are most advantageous to the program with price and other factors considered. DuPage County reserves the right to accept or reject any or all proposals. DuPage County may make reasonable investigations deemed necessary and proper to determine the ability of the Respondent to perform the work.

Factor	Description	Relative Importance	Please submit
Eligibility	<p>We must determine that the respondent is not excluded from working with Federal funds and is in good standing with the State of Illinois, if applicable</p> <p>We must determine if the respondent carries adequate insurance coverage.</p>	Minimum requirement – no respondent considered without meeting this threshold	<p>A cover letter on business letterhead stating legal name of respondent, tax ID number, contact information, names of major stockholders, corporate officers, all states and/or other addresses where respondent conducts business, names of any other businesses owned or operated by corporate officers, names of staff members who will work on this project. Letter should contain original signature of individual authorized to submit the proposal.</p> <p>Documentation of insurance coverage – both liability and errors & omissions.</p>
Experience	We must determine respondent's ability to perform surveys in accordance with the Scope of Work.	30 points	A summary , not to exceed three pages, stating respondent's experience performing the types of surveys outlined in the Scope of Work, stating knowledge of ArcGIS and AutoCAD, all licenses and certifications possessed by respondent, and references as to other projects completed in the Chicago region.
Capacity	We must determine respondent's ability to complete assessments in a timely way.	20 points	<p>Staffing plan for completing 10-15 surveys over the next six months.</p> <p>Resumes of all staff who will work on the project.</p>

Cost	We must determine that project can be completed within the financial constraints of the funding.	20 points	Statement of proposed costs for completion of a survey as outlined in the Scope of Work on a typically sized residential lot.
Minority and/or Women's Businesses	Proposals submitted by documented minority or women's business enterprises will be given special consideration.	5 points	<p>If you are asking for special consideration under either of these categories, you must:</p> <p>Already be registered as a minority or woman owned business with DuPage County Community Development; OR</p> <p>Provide proof of MBE/WBE certification with the City of Chicago, the Illinois Department of Central Management or by the Chicago/National Minority Supplier Development Council, Inc.; OR</p> <p>Provide the required DuPage County documentation with your proposal (please visit http://www.dupageco.org/cdc/ (follow link on left for Minority and Women Contractors).</p>

Submissions:

This Request for Qualifications is being released on December 15, 2015. Submissions will be accepted beginning December 15, 2015 and continue through 4:30 p.m. January 10, 2016. Questions may be directed to the below stated individual. Submissions may be hand delivered, mailed, faxed, or e-mailed to:

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Wheaton, IL 60187
Attn: Carrol Roark
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