



REQUEST FOR QUALIFICATIONS

RFQ #354-TR25-29

Project Title: On-Call Surveying Services

Issue Date: January 23, 2025

Due Date: February 17, 2025, at 5:00 PM ET

Issuing Department: Transportation

Direct all inquiries concerning this RFQ to:

Anthony Campbell, Survey Supervisor

Anthony.Campbell@carync.gov

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1 INTRODUCTION

1.1 Purpose

The Town of Cary is seeking one or more qualified firm(s) with which to contract for the following services:

Professional Engineering and Surveying firms (Professional) for on-call services related to land surveying which include but are not limited to

- Boundary, Planimetric, and Topographical Surveying Services
- Plat and Easement Preparation and Recordation Services
- Drone Mapping for Aerial Photography, Thermal Imaging, and Site Mapping
- Construction staking

A detailed scope of services is provided in Section 4 of this solicitation.

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/solicitations/>.

1.2 Background

Cary often uses survey consulting services to assist in project delivery. Consulting services will be considered for surveying needs under \$90,000. These types of projects would be on an on-call and as-needed basis for two (2) years, with one (1) one-year optional extension by mutual agreement.

1.3 RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Cary reserves the right to modify and/or adjust this schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	January 23, 2025
Deadline for questions	January 31, 2025
Town Response to Questions (anticipated)	February 7, 2025
Submittal Due Date and Time	February 17, 2025 @ 5:00 PM
Evaluation Meeting (anticipated)	March 11, 2025
Selection Announcement (tentative)	March 2025

1.4 Questions

Requests for clarification and questions to this RFQ must be received by the Town not later than the date shown above in Section 1.3, entitled "RFQ Timeline", for the submittal of written inquires. The Town will not entertain any further questions after the due date.

All questions related to this solicitation must be submitted in writing via email to Anthony Campbell, Survey Supervisor, at Anthony.Campbell@carync.gov. Please reference

“RFQ #354-TR25-29 – Questions” in the subject of the email. Questions submitted via telephone will not be answered.

The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the [NC eVP website](#). No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

It is important that all Respondents submitting to this RFQ periodically check the NC eVP website for any Addenda. It is the Respondent’s responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.

1.5 Submittal Requirements and Contact Information

Electronic responses ONLY will be accepted through the NC eVP website. Interested parties must be logged in to submit proposals electronically. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Your Company Name 354-TR25-29 On-Call Surveying Services**).

Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3. Submissions that do not comply with the stated submission method will be deemed non-responsive.

Cary reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). An incomplete proposal may be eliminated from consideration at the discretion of Cary.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 RFQ Timeline.

1.6 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the Town. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other Town staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town to assist in the selection process. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

1.7 Communications

All communications of any nature regarding this RFQ with any Town staff, elected Town officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.4 prior to the deadline provided in Section 1.3.

Violation of this provision may result in the Firm's proposal being removed from consideration.

1.8 Lobbying

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Town or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

1.9 Gifts and Favors

Contractor shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

1.10 Proposer Expenses

The Town of Cary will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Town of Cary and/or its representatives. Further, the Town of Cary shall reserve the right to cancel the work described herein prior to the issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

1.11 Proposer Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFQ. The Town of Cary has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town's best interests to do so. The Town of Cary reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the Town of Cary's best interest. Moreover, the Town of Cary reserves the right to make no selection if proposals are deemed not in the best interest of the Town of Cary.

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2 QUALIFICATIONS PACKAGE

Responses must follow the format outlined below. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 **Request for Qualifications Required Document Format**

Responses should be divided using tabs to separate each section, listed sequentially as follows:

Section 1: Cover Letter

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Town on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

Section 2: Corporate Background and Experience

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past three (3) years, accompanied by at least three (3) references, including contact persons, firm, telephone number and email address.

Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the Firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

The professional firm must be able to provide professional services in the State of North Carolina.

Section 3: Project Understanding, Approach and Schedule

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

Section 4: Team Firm, Experience and Certifications/Qualifications

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

2.2 Hourly Rates

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. One copy of the hourly rates for all proposed project personnel should be uploaded as a separate file using the same naming format described in Section 1.5.

2.3 Qualifications Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

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3 PROPOSAL EVALUATION

3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Corporate Background and Experience	20%		
Project Understanding	10%		
Project Approach	20%		
Team Firm, Experience, and Qualifications	50%		
Final Score			

Score Points

0- Missing or Does Not Meet Expectation

1- Partially Meets Expectation

2- Meets Expectation

3- Exceeds Expectation

3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the Town will then pursue negotiations with the next most qualified firm.

The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the Contractor's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in contract cancellation.

3.3 Notice to Proposers

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

4 SCOPE OF SERVICES

Awarded Contractor shall provide services, all as set forth in this RFQ and more particularly described in this Section 4.

The Town is issuing this RFQ for qualified surveying firms to select a qualified Professional to provide surveying services on an on-call and as needed basis for various projects and operational needs. The specific Scope of Services are described in this section. The selected Professional(s) shall confirm their ability to provide all the following scope of services as part of their Proposal.

1. Boundary, Planimetric and Topographical Surveying Services
 - All work shall be performed in accordance with North Carolina General Statutes (NCGS) 89C, NCGS 47-30, and NC Board rules 21 NCAC 56.1606.
 - Provide deliverables in DWG file format
2. Plat and Easement Preparation and Recordation Services
 - All work shall be performed in accordance with NCGS 89C, NCGS 47-30, and all applicable NC Board rules.
 - Legal Descriptions in Metes and Bounds Format in Word
3. Drone Mapping for Aerial Photography, Thermal Imaging, And Site Mapping
 - All work shall be performed in accordance with CFR PART 107 Federal Aviation Administration (FAA) licensure appropriate and applicable standards.
4. Construction Staking for Town projects to include utility staking such as storm water improvements, water and sewer, and transportation improvement projects.

General Requirements and Deliverables

- Provide all necessary equipment and support personnel to secure the data in the prescribed format appropriate to the associated quality level.
- Professional shall provide all traffic control and maintenance required to perform the work. Traffic control and maintenance shall be performed in accordance with Federal Highway Administration's Manual of Uniform Traffic Control Devices (MUTCD), the North Carolina supplement thereto as prepared by the NCDOT, and the requirements of the jurisdiction having authority. Professional shall notify the Town of Cary Traffic Management Center and Public Works Department in advance of lane closures.
- Professional shall obtain all necessary permits from the NCDOT and/or local jurisdictions prior to commencing work within the public rights-of-way. Copies of such permits shall be provided to the Town of Cary. Any permit fees shall be a reimbursable cost included in the Professional's invoice to the Town.
- For any work required on private property, Professional shall obtain written from the property owner for the Professional and the Town of Cary to enter the premises.

- All technical memoranda, reports, and certifications shall be submitted in electronic form to the Town in read-only MS-Windows compatible format (including both .pdf and .doc formats.) All AutoCAD drawings will be in .dwg or format.
- Work to be performed will be authorized by task orders issued by the Town of Cary specific to the applicable project, and shall be invoiced accordingly, such that it can be tied to a specific Town of Cary project. The contract will not guarantee the amount of work, if any, available under the contract.
- The Town of Cary requires that all work conducted for and on behalf of its residents be performed in a courteous and professional manner and that the rights and needs of the residents be always recognized. Adherence to this philosophy may be a factor in determining the quantity of survey work to be performed by the Professional.
- Required recording fees shall be included in the contract unless otherwise noted.

Term of Proposed Professional Service Agreement

These types of projects would be on an on-call and as-needed basis for two **(2)** years, with one **(1)** one-year optional extension by mutual agreement. At the sole discretion of the Town, one or more Professionals may be selected and awarded contracts under this RFQ. Anticipated projects designated as suitable for this Surveying Services contract will have an anticipated cost of under \$90,000. Contracts will be set up on a unit cost basis with individual task orders for each project. Task orders will be funded through existing Town projects or operations funds.

The Town reserves the right to cancel the program at any time and create a new program as needed. Selected Professionals that do not meet the Town's performance expectations routinely decline opportunities to participate in projects offered through the program, or lose significant internal expertise as submitted with their original RFQ response/proposal may be dropped from the program. A Master Agreement for On-Call Surveying Services will be the basis of the contract with associated Task Orders for each project which outlines a project's scope of work.

Task Order Procedures

When the services of the consultant are required, Cary will provide a statement of services and the goals to be accomplished (Task Order Request) for a specific phase and the time allotted for the completion of the specific scope of work. The Task Order will request that the consultant submit pricing including itemized hours for labor categories and tasks required to complete the task order scope of work. The consultant shall also include a maximum total price offered to Cary's task order request. All other costs associated with the task order shall be included in the price proposal. The consultant shall include a written response addressing the requirements for the task order request and assigned Project Manager and staff corresponding to the labor categories in the price proposal.

The task order shall include the description of the work to be completed, schedule for completing the work, and the price to complete the work. Once the task order is received Cary will review, negotiate, and authorize the Consultant to begin the requested work.

5 EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

APPENDIX I – References

Offeror **must** supply at least (3) three Governmental Agency or Private Company references for which On-Call Surveying services have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

OFFEROR:

CITY, STATE, ZIP:

Reference #1

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #2

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #3

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #4

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #5

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

APPENDIX II – Hourly Rate Schedule

Awarded Contractor shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 4 utilizing the following hourly rate schedule below.

Position Title	Hourly Rate

Firm Name: _____

Authorized Signature: _____ Date _____

Signed by: _____
[Type or Print Name]

Title of Signer: _____