



Town of Bayfield

1199 Bayfield Parkway

P.O. Box 80

Bayfield, CO 81122

970-884-9544

REQUEST FOR STATEMENTS OF QUALIFICATION

The Town of Bayfield is soliciting Statements of Qualifications for on-call land survey related services to assist in planning, construction, review, acquisition and disposal of capital improvements within the Town of Bayfield.

The Town of Bayfield is located in La Plata County. The Town includes approximately 2,300 residents. The Town has identified the need for land surveyor services. The Town of Bayfield requires occasional professional review or preparation of land use documents to assure legal accuracy. The Town plans to field survey the water distribution and wastewater collection systems in 2012 for use in developing water and wastewater models and planning documents. The Town of Bayfield also plans to complete a master drainage study in the future to identify future stormwater improvements. The Town also has approximately twenty miles of road, various bike and pedestrian paths, six municipal parks, and three public facilities which occasionally require survey services.

Three (3) copies of the Statement of Qualifications will be required. Submittals received on or before 4:00 PM on Friday, February 3, 2012 at Bayfield Town Hall will be evaluated.

SCOPE OF SERVICES

The consultant shall be capable of furnishing services in all of the technical discipline areas identified below. Contracts for specific projects in the technical discipline areas will be awarded on an as needed basis. Periods of performance and budgets will be negotiated for each specific project.

Technical Discipline Areas

The qualified surveyor shall be capable of furnishing services in all of the following technical discipline areas:

1. Development Review – Prepare and/or review land use applications for accurate legal descriptions and technical survey requirements.
2. Planning Services - Field survey of roadways, water and wastewater systems, stormwater systems, parks and other civil works to assist in planning efforts.
3. Construction Management Services – Assist the Town in preparation or review of construction bid documents; survey project boundaries and project improvements; and preparation or review of as-builds for public improvements.
4. Property Acquisition/Disposal - Prepare or review legal property descriptions and encumbrances for property transactions.

STATEMENT OF QUALIFICATION REQUIREMENTS

The following submittal requirements must be satisfied. This information will be used as the basis for selection. The qualification submittal shall be as follows:

1. General Information – Firms must provide the following information: general firm information including local office resources, rate schedule, demonstrated ability to respond rapidly to project requests, and demonstrated abilities to meet project schedules and budgets.
2. Technical Expertise – In this section, firms must provide a minimum of five relevant projects completed in the past five years that highlight their ability to complete tasks from all of the technical discipline areas listed above. Project title, date of completion, description of work performed, agency or utility name, address, phone number, and contact person shall be provided for each listed project.
3. Key Personnel – Experience of key staff should be highlighted in one-page resumes. Resumes for the proposed project manager, project engineer(s), and discipline specific support staff should be included. No more than five resumes should be included. In order to assure long term continuity, it is expected that these personnel will be generally assigned to Town of Bayfield projects. Please provide an indication of your actual project staffing continuity for the projects listed above.

BASIS OF EVALUATION

Qualifications will be evaluated on the following criteria:

1. Relevant projects completed by the firm over the last five years.
2. Experience of key personnel and continuity of staff on client assignments.
3. Demonstrated abilities to meet project schedules and budgets.
4. Capability to complete the work with local staff.
5. Past performance and references.
6. Rates.

For additional information:

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Town Manager
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