

May 15, 2017

Re: Request for Qualifications for Topographic Surveying and CAD Drafting

## REQUEST FOR QUALIFICATIONS

### Topographic Survey and AutoCAD Civil 3D Drafting Support for Stream Restoration Projects

**Introduction:** The Central Klickitat Conservation District (CKCD) is seeking survey firms qualified to provide survey, mapping, construction staking, and AutoCAD Civil 3D drafting services for stream restoration, fish screening, irrigation and other natural resource projects in the South Central Washington area.

CKCD is soliciting and will evaluate a Statement of Qualifications (SOQ) from firms desiring to be considered for on-call surveying and drafting work. This work must be stamped by a professional land surveyor, licensed in the State of Washington.

**BACKGROUND:** CKCD seeks to obtain on-call, negotiated hourly rate arrangements for survey and drafting services. Surveying services may be required in Klickitat, Skamania, or Yakima County.

The mission of the Central Klickitat CD is to improve, conserve and promote the wise use of natural resources by serving citizens within the CKCD through educational programs, public information, technical advice, and financial assistance.

**Scope of Work:** CKCD is requesting professional surveying and drafting services to facilitate stream restoration related project implementation. Survey work shall be conducted under the direction of a professional surveyor licensed in the State of Washington. RFQ's will be accepted from firms interested in providing only drafting services or both survey and drafting services.

The scope of work may include the following tasks or related tasks:

1. Complete requested topographic survey work as requested which may include:
  - Stream survey
  - Location of property boundaries
  - Establishment of benchmarks
  - Survey grade GPS application as requested
  - Construction stake out of final designs from CKCD
  - Remote sensing of imagery and elevation data
  
2. Produce drawings using AutoCAD Civil3D (2010 or newer) detailing:
  - Topography and surveyed stream cross-sections
  - Surveyed point data including point codes and a description key
  - Break lines used for surface creation
  - Topographic and boundary details as indicated with specific work requests
  - Produce design drawings based on direction from CKCD
  - Produce sheets sets from model space design drawings from CKCD

3. Provide electronic and hard copies of the survey and CAD work.

### **Evaluation Criteria**

CKCD will use the following evaluation criteria (listed in order of relative importance) to rate firms responding to this request. The criteria will be applied in evaluating the firm to be called on to work on specific projects.

1. Experience on similar projects including performance evaluations from past clients.
2. Qualifications of the personnel assigned to the project. Overall and specialized experience and qualifications of the project team with regard to topographic survey, stream channel survey, and stream restoration project drafting.
3. Flexibility to schedule and work with CD staff in the field.
4. Ability to complete work within the schedule constraints of CD grants and permitting windows.
4. Quality and compatibility of survey equipment and drafting software to be utilized.
5. Past experience with Conservation Districts and/or other public agencies.
6. Location of the firm and personnel who will complete the work.

### **Responses**

Responses shall include:

1. The firm's name, address, telephone number, and contact email.
2. Experience and qualifications of the firm.
3. The experience and qualifications of the staff to be assigned to the described activities.
4. A description of the firm's prior experience, including any similar projects, and names of persons knowledgeable regarding the firm's performance. Include at least three (3) references.

**All responses to the Request for Qualifications must be received by Central Klickitat Conservation District no later than 4:00 p.m. on May 31, 2017.** Submit responses to the following address:

Central Klickitat Conservation District  
Attn: Loren Meagher  
1107 S. Columbus Avenue  
Goldendale, WA 98620

Please submit an electronic document or two (2) hard copies of the statement of qualifications.

CKCD reserves the right to make the selection based entirely on the qualifications submitted or to conduct interviews with selected firms. Firm selection may be based on staff availability and capability to accommodate project schedules and rapid production of deliverables. Respondents will be placed on CKCD's consultant roster for projected professional surveying needs.

CKCD is not liable for any cost incurred by prospective consultants in the preparation or presentation of materials.

**Project Contact:** Questions shall be directed to Loren Meagher, P.E., at (509) 773-5823, ext. 111 or emailed to: [LM@ckcd.org](mailto:LM@ckcd.org)