



**CITY OF MERCER ISLAND  
ON-CALL PROFESSIONAL LAND SURVEYING & MAPPING SERVICES  
REQUEST FOR QUALIFICATIONS (RFQ), NO. 25-14**

**Date of Release:** Wednesday, February 26<sup>th</sup>, 2025

**RFQ Submittal Due:** Monday, March 17<sup>th</sup>, 2025, 5pm PST

**Contact:** Leah Llamas, GIS Manager, [Leah.Llamas@mercerisland.gov](mailto:Leah.Llamas@mercerisland.gov)

### **INTRODUCTION**

The City of Mercer Island (City) is releasing a Request for Qualifications (RFQ) for Statements of Qualifications (SOQ) from qualified professional surveying firms interested in providing on-call land surveying services.

### **BACKGROUND**

The City, operating through its various departments, has an ongoing need for professional land surveying services to support a wide range of initiatives & projects. No specific projects are listed in this RFQ. Individual scopes of work will be developed as defined by the City based on projects, priorities, and budget. The selected consultant will serve as a partner, working collaboratively with the City to provide specialized surveying and mapping-related services.

### **SCOPE OF SERVICES**

The scope of services performed under the on-call surveying services include but are not limited to:

- a) Conduct field surveys of boundary lines, topography, and existing structures or facilities
- b) Identify property lines, boundaries, easements, and rights-of-way
- c) Perform research and surveys related to private and public land ownership
- d) Develop legal descriptions, records of surveys, and right-of-way maps
- e) Conduct peer review surveys
- f) Research title documents and land ownership records
- g) Prepare and interpret deeds and legal descriptions
- h) Establish and adjust benchmarks
- i) Establish and monument street center lines
- j) Other survey-related tasks as necessary

### **TERM**

The City intends to enter into an initial two-year agreement (2025 - 2026) with optional two-year renewal (2027-2028) terms for a potential of four (4) years, provided that

- 1) Consultant complies with the terms and conditions of the contract

2) Payments are cost-effective as determined by the City and sufficient funds have been appropriated by the City.

The City reserves the right to cancel this contract at any time, upon thirty (30) days written notice to the Consultant. Should the City exercise a renewal option, the City and Consultant may discuss any necessary changes to services and will confirm price/rates before renewal.

## **SUBMITTAL DETAILS**

The SOQ should include the following:

**Cover Letter/Statement of Interest:** Describe your interest in this particular service.

**Project Team:** Provide a brief description of the individuals on the surveying team, including their relevant experience, qualifications, and percentage of time available to work on on-call surveying services. Additionally, please provide information demonstrating the organizational structure of your team, who will be the principal project manager or point of contact throughout the process, reporting relationships between members, and the physical location of the offices from which the work will be performed.

**Project Experience:** Please provide the following information for three (3) to five (5) surveying projects completed by the firm or team within the last five (5) years:

- Description of project, location, and status
- Description of professional services provided by the consultant team
- Project results and challenges
- Initial project budget, final cost, and end date (if applicable)
- Primary client contact for the project (name, title, address, phone number, and email)

**Project Understanding, Approach, and Schedule:** Describe your team's approach to meeting the City's needs and how the proposed team will work with City staff to complete the on-call surveying

**References:** Please provide three (3) references from clients for whom your firm has performed similar work within the last five years. Include contact name, current phone number, and current e-mail address for all references.

**Fee Schedule:** Include a detailed fee schedule or schedule of charges for your services, outlining hourly rates, fees for specific tasks, and any additional costs that may apply.

**Disclosure of Conflict of Interest:** Disclose any potential conflict of interest due to any other clients, contracts, or property interests regarding private development of any property within the City of Mercer Island.

**SUBMITTAL FORMAT & DEADLINE**

- It is the obligation and responsibility of the submitter to learn of addendums, responses, or notices issued by the City relative to this RFQ. These will be posted on the City website at [www.mercerisland.gov/rfps](http://www.mercerisland.gov/rfps).
- Direct all submittal questions to Leah Llamas, GIS Manager, [Leah.Llamas@mercerisland.gov](mailto:Leah.Llamas@mercerisland.gov), no later than March 5<sup>th</sup>, 2025.
- Submit PDF proposals electronically to [Leah.Llamas@mercerisland.gov](mailto:Leah.Llamas@mercerisland.gov) no later than **5:00 pm (PST) on March 17<sup>th</sup>, 2025**. Include **RFQ 25-14 On-Call Professional Land Surveying & Mapping Services** on the subject line of the email.
- All submittals shall be clearly titled: **RFQ 25-14 On-Call Professional Land Surveying & Mapping Services**
- Please limit submittals to **20 pages** using at least 10 pt font (not including cover letter/statement of interest, project team resumes, or work samples).
- Upon receipt of each proposal, the City will provide the firm with an acknowledgment of receipt. All proposals received will become the property of the City and will not be returned.
- Rights reserved by the City: The City reserves the right to reject any or all responses received for this solicitation; to extend the submission due date for; to modify, amend, reissue, or rewrite this document; and to procure any or all services by other means.

**SELECTION PROCESS**

The City anticipates using the following general timeline for evaluating proposals and initiating a contract in response to this solicitation.

| <b>Milestone</b>           | <b>Date</b>  |
|----------------------------|--|
| RFQ release                | Wednesday, February 26 <sup>th</sup> , 2025            |
| Deadline for questions     | Wednesday, March 5 <sup>th</sup> , 2025                |
| City response to questions | Monday, March 12 <sup>th</sup> , 2025                  |
| Submittals due             | Monday, March 17 <sup>th</sup> , 2025, 5pm (PST)       |
| Evaluation period**        | March 18 <sup>th</sup> – March 21 <sup>st</sup> , 2025 |
| Contract awarded           | On or before March 28 <sup>th</sup> , 2025             |

*\*\*The evaluation period may include developing and notifying a short-list of firms, interviewing selected firms, checking references, and/or other activities the City deems necessary to complete this search.*

**EVALUATION CRITERIA**

Submittals will be evaluated using the following criteria:

**Project Understanding and Methodology:** The submittal demonstrates a thorough understanding of conducting land surveying projects; how the team plans to address the needs of the City; and the team’s unique qualities as they relate to the project. It

demonstrates the ability to produce quality deliverables; and a sound approach that will meet the proposed timeline. [30 points]

**Project Team Qualifications and Experience:** The submittal provides a complete and comprehensive organizational chart or similar explanation of team members' roles and responsibilities, including a summary of each firm on the team, office locations, number of staff, and area(s) of expertise. It demonstrates the team's strengths and unique qualities as well as that the team's analysis and design meets the needs of the project. [25 points]

**Relevant Project Experience:** The submittal demonstrates relevant and successful experience with professional land surveying & mapping services. [20 points]

**Project Schedule/Deadlines:** Demonstrate the ability of the team to meet on-call surveying request schedule(s), including assigned staff availability. [20 points]

**Organization and Clarity of Proposal:** The submittal clearly and effectively outlines the project team's qualifications and ability to successfully meet the needs of the City and the project as well as contains all requirements outlined in this RFQ. Documents should be well written, organized coherently, and demonstrate the project team's ability to communicate complex information to a variety of audiences. [5 points]

All responses to this request will be screened for eligibility. As time permits, a selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, the City reserves the right to request additional information and to interview firms to discuss their qualifications. This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals. It is anticipated that a firm will be selected from this process and a contract will be negotiated.

## **CONDITIONS OF SUBMITTAL**

**Costs for Development of Submittals:** All costs for developing submittals in response to this RFQ are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Project Contact listed on this RFQ. Submittals cannot be withdrawn after the published close date.

**Agreement Form:** The consultant selected by the City will negotiate a scope and fee schedule. The City's standard professional services agreement (PSA) form which is attached as Appendix 1 will be used for this project. Consultants who submit proposals are expected to be able to meet the terms contained in the form.

**Americans with Disabilities Act (ADA) Information:** This material can be made available in an alternate format by calling 206-275-7833.

**Non-Discrimination:** The City of Mercer Island, 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 23 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.