

## KANE COUNTY

### REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL GIS/SURVEYING SERVICES

*Notice to GIS professionals/ surveyors:*

- *Deadline for all submittals is 5:00 p.m. on 07/28/2023*
- *Maximum number of SOQ pages: 15 pages*
- *Electronic Submission: [tglover@kane.utah.gov](mailto:tglover@kane.utah.gov)*

#### **Introduction and Background**

Kane County (the “County”) is soliciting statements of qualifications from qualified Surveying and GIS firms to serve Kane County on an as needed basis for a period of up to five years. Submitting firms must have experience related to land surveying, GIS data creation, GIS data management, and PLSS. The selected firm shall employ a minimum of one licensed professional surveyor within the state of Utah.

This potential vendor contract will be in addition to and not exclusive of other County contracts of similar intent with other firms.

Selection of a firm will be based upon the review of the SOQ’s. The term of this selection will be up to five years, effective as of the date of the selection of the firm.

The County reserves the right to reject any and all Statements of Qualifications. Moreover, the County may terminate any contract entered into as a result of this RFQ at any time within the five-year term by giving thirty (30) days written notice to the selected firm. The selected firm shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily. The County reserves the right to issue a project-specific RFP at any time for any project.

#### **Scope of Work**

At the direction of the County, the successful firm will provide specified professional services for the term of the agreement. Such services may include, but are not limited to:

- Preparing, assisting, or reviewing GIS data to be used by county officials
- Providing shape file data for county roads
- Providing resurvey and shape file data for county parcel updates
- Participate in the State PLSS grant program
- Advising and/or representing the County on various matters concerning ongoing or contemplated projects. These projects would range from small survey projects to larger data gathering projects.
- Legal surveys for rights-of-ways and easements for ongoing or contemplated transportation or related projects.

- All services shall be performed in the best interest of the County, in strict accordance with all applicable professional, statutory, and regulatory standards and codes and in the most efficient and cost-effective manner practicable.

### **Proposal Requirements**

Kane County will review each of the submitted proposals and select a firm(s) based on the following information. The proposals and the performance data requested should include the following items:

1. Letter of Interest. The firm's project manager must be identified. The project manager is the firm's representative who will be the point of contact for the county, and be fully responsible to assist on items listed above.
2. Name of firm and the location of the firm's offices and the office where the majority of the work for the County will be performed. The age of the firm and the average number of employees of the firm.
3. The education, training and qualifications of key members of the firm and key employees to be assigned to the County projects.
4. Current workload and availability of the key persons to be assigned to the County.
5. Recent successful projects completed by the firm which are similar in nature to the anticipated project(s) being considered by the County. The descriptions should indicate the technical experience and experience of the personnel with regard to this type of RFQ.
6. Projects previously completed by the firm or its personnel for Kane County and familiarity with County standards and preferences.
7. References for the firm and identified individuals assigned to the county. References should include owner contact information.
8. A five year history of any litigation the firm has been involved in, or any judgements rendered against the firm.
9. A description of the firm's fee structure outlining hourly rates for all personnel. Also include descriptions of fees for travel expenses, copies or any other expenses. Fees will be analyzed separately from the qualifications.

### **Submittal Instructions**

Proposals will be received at the Kane County Government Affairs office, or via electronic submission at the email address listed below until 5:00 on 07/28/2023. The number of pages of the proposal is to be limited to 15 single side pages. Correspondence, questions and/or clarifications of the proposal procedure should be directed to:

Taylor Glover  
76 N Main Kanab Utah, 84741  
[tglover@kane.utah.gov](mailto:tglover@kane.utah.gov)

### **Selection Criteria**

A panel of 3-5 Kane County Employees will open and review the proposals on 07/31/2023 at 9:00 a.m. a

selection will be made by the panel and later ratified by the Kane County Commission.

Kane County employees will utilize the following in selecting the professional GIS/Surveying firm:

- Competence to perform the services as reflected by technical training and education, and direct experience in providing the services outlined herein. (30% score rating)
- Familiarity with the County, its future project plans, and past project experience. (30% score rating)
- The ability to perform the services as reflected by workload and the availability of adequate local personnel, equipment, and facilities, as well as companywide resources and personnel to perform the services in a timely manner when requested. (20% score rating)
- Firm's fee structure and competitive rates. (20% score rating)
  - Include a minimum of the following job classifications
    - GIS Professional
    - Professional Land Surveyor
    - Survey Technician