

**COUNTY OF TANEY - MISSOURI**



**Request for Qualifications  
For  
SEWER INFRASTRUCTURE MAPPING  
Taney County, Missouri**

**RFQ #201010-117 – Sewer Infrastructure Mapping  
Release Date:  
October 21, 2010**

**Submittal Deadline:  
November 19, 2010  
Not later than 3:00 p.m. Central Time**

**Taney County Purchasing  
132 David Street  
P.O. Box 1630  
Forsyth, MO 65653**

**Linda Gifford, Purchasing Agent  
Phone: 417-546-7281 Fax: 417-546-7280  
E-mail: [lindag@co.taney.mo.us](mailto:lindag@co.taney.mo.us)**

**Request for Qualifications for Sewer Infrastructure Mapping  
Taney County, Missouri**

**INSTRUCTIONS AND GENERAL CONDITIONS**

- 1) **Delivery of RFQ:** Sealed RFQ's, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for qualification.
- 2) **RFQ Closing:** All RFQ's shall be **delivered before 3:00P.M.**, Central Time, on November 19, 2010 to:

**Taney County Commission Office  
Attn: Linda Gifford  
132 David Street  
P.O. Box 1086  
Forsyth, MO 65653**

- 3) The County will not accept any RFQ's received after 3:00P.M and will return such late RFQ's to the Offeror.
- 4) Offerors must submit one (1) original and eleven (11) copies of the RFQ (total of twelve). **RFQ's will be opened publicly at 9:00a.m. on November 22, 2010 but only names of offerors will be read aloud.** All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Qualifications enclosed".
- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- 7) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

**Request for Qualifications for Sewer Infrastructure Mapping  
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**INTRODUCTION AND GENERAL INFORMATION**

**Introduction:**

- 1) This document constitutes a request for sealed proposals for Sewer Infrastructure Mapping as set forth herein. The Taney County Regional Sewer District (District) is soliciting statements of qualifications from consultants desiring to provide sewer infrastructure mapping for the District. The purpose of the request for qualifications is to demonstrate the competence and capacity of the consultant seeking to provide the mapping services to the District. The proposal should demonstrate the qualifications of the consultant and of the particular staff to be assigned to this engagement. Interested consultants must be registered to do business in the State of Missouri and must be in good standing with the Secretary of State's Office.
  
- 2) Organization – This document, referred to as Request for Qualifications (RFQ), is divided into the following parts:
  1. Instructions and General Conditions
  2. Instructions and General Information
  3. Scope of Services
  4. Evaluation Process

**Guideline for Written Questions:**

- 1) All questions regarding this Request for Qualifications shall be submitted in writing, **prior to the RFQ closing date** and no later than **3:00 p.m., Thursday, November 19, 2010**. All questions must be mailed, faxed or emailed to the attention of Linda Gifford, Purchasing Agent. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Qualifications packet by the County by posting the addendum on the County Web site at [www.taneycounty.org](http://www.taneycounty.org) (select Current Bid Notices). Submit questions to:

**Linda Gifford  
Taney County Purchasing Agent,  
PO Box 1630  
132 David Street  
Forsyth, MO 65653  
[lindag@co.taney.mo.us](mailto:lindag@co.taney.mo.us)  
417-546-7281**

- 2) In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. Any addendum to this RFQ is valid only in writing and issued by the Taney County Purchasing Department.

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- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **90 days from the RFQ opening date**. These dates are provided for informational purpose and may change as requirements dictate.
  
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

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**SCOPE OF SERVICES**

**Background Information:**

The District has approximately 100 miles of gravity and pressure sanitary sewer lines within their collection system. The District is seeking to have its entire system mapped into a GIS database. The District requires the ability to utilize this database to visually see all of their current customers and their location in relation to the associated sewer infrastructure. In addition, the database will need to identify specific information for every current customer of the District. This information will need to be provided in a user friendly interface that can be accessed by District staff.

**Scope of Services Requested:**

1. The consultant will develop unique feature class layers for sanitary sewer infrastructure by incorporating the best available data along with relevant symbolization and feature data determined with the District.
  - a. The sanitary sewer data should be in an ESRI ArcGIS geodatabase format that is compatible with existing Taney County GIS data.
  - b. Database fields should include sanitary sewer line size, material type, structure id number, rim elevation, and flow line elevations, to the extent that this information is currently available.
  - c. All data must be projected to a NAD 1983 State Plane Missouri Central FIPS 2402 Feet Coordinate System.
2. The sanitary sewer line segments will be digitized in the GIS by converting information provided in the best available data for sanitary sewer network features.
3. Data collection from record drawings:
  - a. The consultant will collect the best available data from record drawings and other sources provided to the consultant by the District. Data from the County's existing GIS system will be made available for consultant's use in this project.
  - b. The consultant will utilize the best available data to transfer all necessary information pertaining to the sanitary sewer infrastructure to the ESRI ArcGIS geodatabase.
    - i. Information, to the extent that it is available, that will be transferred shall include:
      1. Location of all facilities including gravity sewer lines, pressure sewer lines, manholes, grinder pumps, valves, flushing assemblies, air release assemblies, flow meters, odor control facilities, and lift stations.
      2. Rim elevations, flow line elevations, sewer line sizes, and material types to the extent that this information is available.
  - c. The District is aware of many places where the existing documents show existing sewer infrastructure incorrectly. The consultant will meet with District staff to review all existing data to be used in this project and to catalog all problems with the data known by District staff. The consultant will visually locate and survey the horizontal location in the requested state plane coordinates of the infrastructure in these areas to use in this mapping project.

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4. The consultant will design a user friendly interface for District staff to view, query, and print sanitary sewer infrastructure information. The system provided by the consultant must be accessible from remote computers with controlled access by the District. The project will be prepared using existing information to the extent that it exists.
  - a. This interface will include county parcel information, city limits, electric utility providers, water district boundaries, aerial photographs, contours, District customer locations, and sanitary sewer infrastructure.
  - b. For each customer that the District provides sewer service to, the following data shall be included in the GIS database:
    - i. County property ID number
    - ii. Physical property address
    - iii. Sewer billing address
    - iv. Property owner's name
    - v. Sewer customer's name
    - vi. Water supply provider
    - vii. Electric utility provider
    - viii. Type of sewer service (gravity or pressure)
    - ix. If pressure service, owner of pump (District or property owner)
    - x. Up to ten (10) additional fields that the District will determine during the course of the project. Data for these fields will be entered by District staff.
  - c. The interface shall have the ability to print maps and query results. The interface shall be able to search for customers using the following methods: property owner name, sewer customer name, physical address, billing address, street name, subdivision name, and County property ID number.
  - d. The consultant will evaluate the District's current computer hardware and software systems for compatibility with the system proposed by the consultant. Consultant shall make a recommendation to the District as to the necessary upgrades required to properly utilize the system provided by the consultant. Consultant shall coordinate all upgrade recommendations with the County's Information Systems department staff.
  - e. The consultant shall provide a user's guide and up to 40 hours of training for the District's staff in the use of the system provided by consultant.

**Qualification Submittal Requirements:** The consultant's submittal shall include:

1. **Letter of Interest:** include the full name and address of the consultant, and the name and telephone number of a contact person.
2. **Consultant Profile:** provide a brief description of the consultant, including qualifications, relevant experience, depth of staff, quality control techniques, project management, and the demonstration of your ability to complete this project on time, within budget and to a high degree of quality.
3. **Staff to be assigned to the Project:** list the names, titles, and qualifications of professional personnel to be assigned to the project, including the proposed organization of the project team. The qualifying consultant must have at least one Geographic Information Systems

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Professional (GISP) with related experience and at least one Professional Engineer (PE) familiar with gravity and pressure sewer systems on the project team. Also include resumes of key personnel to be assigned to this project.

4. **Representative Experience:** Provide examples of GIS sewer mapping projects prepared by consultant. Provide a description of the consultant's familiarity with sanitary sewer infrastructure including gravity and low pressure systems as well as sanitary sewer related projects the consultant has worked on. Provide a description of the consultant's familiarity with the District's existing sanitary sewer collection systems.
5. **References:** provide a list of references for similar, relevant work the consultant has performed, including names, addresses, phone numbers, and contact persons.
6. **Subconsultants and Subcontractors:** provide the information listed above for each subconsultant or subcontractor, if any. For each subconsultant and subcontractor, please provide a detailed description of which parts of the Scope of Services to be performed.
7. **Project Understanding and Approach:** briefly describe the consultant's understanding of the project and the consultant's anticipated project approach. Also, describe the consultant's recommendations on how additions to the District's utility and changes to the related data can be added and updated.
8. **Proposed Project Schedule:** provide a proposed schedule for the project. This project shall be completed by the consultant with minimal input from District staff beyond providing existing data within District files and input on the design of the interface.
9. **Additional Information:** The consultant may also provide additional information electronically online that the consultant feels is relevant to this request.

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**EVALUATION PROCESS**

**Evaluation Criteria:**

Taney County will select an evaluation team to review responses and to make a formal recommendation for award. The evaluation team will conduct a comparative assessment of the proposals in accordance with the evaluation criteria stated below:

- 1. Letter of Interest (5 points):**
- 2. Consultant Profile (10 points):**
- 3. Staff to be Assigned to the Project (15 points):**
- 4. Representative Experience (15 points):**
- 5. References (10 points):**
- 6. Subconsultants and Subcontractors (5 points):**
- 7. Project Understanding and Approach (15 points):**
- 8. Proposed Project Schedule (10 points):**
- 9. Additional Information (15 points):**

After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation and demonstration of their proposed system. All arrangements and scheduling will be coordinated by the County.

**RFQ and Addendum Documentation:**

To insure that the vendor has received and acknowledged all documentation, the vendor will insure that all RFQ and Addendum's issued will become part of their response by including statements listing each Addenda issued and the receipt thereof.



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### **Insurance Requirements:**

The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. Insurance limits indicated below may be lowered at the discretion of the County.

- **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work. Worker's Compensation coverage shall meet Missouri statutory limits. Employee's Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, \$1,000,000.00 policy limit.
- **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract. The amounts of insurance shall not be less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- **Commercial Automobile Liability** - The Contractor shall take out and maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks, both on and off the site of work.
- **Proof of Carriage of Insurance** – The Contractor shall furnish the County with Certificate of Insurance which names the County as additional insured.

### **Rejection / Withdrawal of Proposals Response:**

**Rejection of Proposals-** Taney County reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.

**Withdrawal of Proposals-** Proposals may be withdrawn on written request from the Offeror at the address shown in the RFQ prior to the time of acceptance of the proposals.

### **Validity of Proposal Response:**

Offeror agrees that the proposal response shall remain firm for a period of ninety (90) calendar days after the date specified for the return of qualifications.

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**“NO BID RESPONSE FORM”**

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to  
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is  
(417) 546-7280.**

**RFQ: #201010-117 - Sewer Infrastructure Mapping**

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reason(s) for not bidding:**

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**TANEYCOUNTY, MISSOURI**  
**Request for Qualifications # 201010-117 – Sewer Infrastructure Mapping**

**ADDENDUM #1 - Issued November 1, 2010**

This addendum is issued in accordance with the Request for Qualification and is hereby incorporated into and made a part of the Request for Qualification Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with RFQ's *Response*.

Specifications for the above noted Request for Qualifications and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- 1. Question:** The last page, 10 of 10, indicates that a "No Bid Response Form" to be filled out and returned if you do not want to submit a bid. Please clarify the need for this form.

It is my understanding that this is only a Request for Qualifications for Engineering Services and no bids are being solicited.

**Response:** The last page, 10 of 10, the "No Bid Response Form" is a standard form. This form should only be filled out by the vendor if they do not wish to respond to the RFQ for Sewer Infrastructure Mapping. No bids are being solicited, only RFQ's for Sewer Infrastructure Mapping.

**By:** \_\_\_\_\_  
**Linda Gifford**

OFFEROR has examined copy of Addendum #1 to Request for Qualifications # 201010-117 – **Sewer Infrastructure Mapping**, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_