Jefferson County

Request for Qualification (RFQ)

County Surveyor

Date of Issuance: October 12, 2020
Proposals Due: October 30, 2020

Jefferson County
66 S.E “D” Street, Ste E
Madras, OR 97741
541-325-5014
ADVERTISEMENT

REQUEST FOR QUALIFICATIONS

A registered public land surveyor is needed to perform the statutory duties of the appointed County Surveyor as found in ORS 209.070. Qualifications will be accepted for county surveyor in accordance with a solicitation issued by Jefferson County (the “County” or “Jefferson County”).

Information regarding specifications is to be made to Jefferson County, Attn: Alexa Gassner, County Counsel, 66 SE “D” Street, Madras, Oregon 97741 or alexa.gassner@co.jefferson.or.us.

Solicitation documents are available beginning October 12, 2020, and responses due by 4:00 on October 30, 2020. A complete RFQ is available on the County’s website at http://www.jeffco.net

Jefferson County reserves the right to: (1) reject any or all proposals not in compliance with public bidding procedures, (2) postpone an award of the contract for a period of time the County determines reasonable, (3) waive informalities in the proposals, and/or (4) terminate this solicitation at any time without notice.
INTRODUCTION
Jefferson County invites qualifications from registered professional land surveyors or firms employing at least one registered professional land surveyor for appointment as the County Surveyor. In 2019, the Jefferson County Board of Commissioners declared the county surveyor to be an appointed position, discontinuing the practice of electing the Jefferson County Surveyor.

The RFQ is available on October 12, 2020 via the County’s website at http://www.jeffco.net.

Proposals must be mailed or hand delivered no later than **4:00 pm on Friday, October 30, 2020.**

Incomplete proposals will not be considered. Proposals must address all of the items listed in this request for proposal and be submitted in a **sealed envelope** marked “County Surveyor Qualifications” and be addressed to:

Jefferson County
Attn: County Counsel
66 SE “D” Street, Suite A
Madras, Oregon, OR 97741

Please include one original and two copies of the completed proposal. **Electronic submissions via email or fax will not be accepted.** Any questions or concerns regarding the RFP must be submitted in writing prior to October 20, 2020 to Alexa Gassner, County Counsel, at alexa.gassner@co.jefferson.or.us.

Jefferson County reserves the right to cancel the procurement or reject any or all proposals in accordance with ORS 279B.100. Additionally, Jefferson County reserves the right to: (1) reject any or all proposals not in compliance with public bidding procedures, (2) postpone an award of the contract for a period of time the County determines reasonable, (3) waive informalities in the proposals, and/or (4) terminate this solicitation at any time without notice. Proposers responding to this solicitation do so at their own expense. The County is not responsible for any expenses associated with the preparation of any proposals.

COUNTY BACKGROUND
Jefferson County was created on December 12, 1914, out of territory that was once part of Crook County. The County was named after Mount Jefferson, the second highest peak in Oregon with an elevation of 10,497 feet, which marks the County’s western skyline. The County is bound on the north by Wasco County, on the east by Wheeler and Crook Counties, on the south by Deschutes County, and on the west by Linn and Marion Counties.

The County encompasses 1791 square miles. Madras, named after the city in India, was incorporated in 1911 and serves as the County seat. County government is administered by a three-member Board of Commissioners. The County’s population at its first federal census in 1920 was 3,211. The 2000 population of 19,009 represented a 39% increase from 1990. Principal industries are agriculture, forest products, and recreation. The fertile North Unit Irrigation District in the central part of the county produces grass seed, potatoes, hay, garlic, carrot seed and mint. The eastern part of the county has dry wheat farming and grazing land for cattle, and the western part is timber country.
RFQ TIMELINE

Subject to Change with Notice
October 12    RFQ Issued
October 20    RFQ Objection and Questions Due
October 30    RFQ Responses Due
November 2    Notice of Intent to Award Issued
November 2-9  Award Protest Period
November 10   Contract Awarded

SCOPE OF SERVICES

In addition to the statutory duties outlined in Oregon Revised Statutes 209.005 through 209.990 and particularly ORS 209.070, the services to be performed by the surveyor or surveying firm, include, but are not limited to:

- Writes and/or reviews legal descriptions for district boundary changes and allows the cartographer to review for Assessor’s Office
- Responds to property owner inquiries about surveying, prior survey plats or deeds that come from the cartographer’s desk or the Assessor’s Office
- Is responsible for obtaining all necessary County signatures required on all surveys and coordinates signatures from other agencies and districts
- Support and guide the County in general and the Cadastral cartography program concerning Oregon rules and statutes and surveying industry best practices
- Supports County Public Works in deed research concerning right of way dedications and travel way names in the County road jurisdiction
- Prepare legal descriptions, plats and maps for subdividing property
- Perform boundary line adjustments and follow up on perfection deeds
- Replace lost or obliterated property corners
- Set boundary markers or property corners, also known as monuments
- Retrace boundaries for fences and other purposes
- Locate, relocate, establish, reestablish, or retrace any property line or boundary of any parcel of land, right-of-way, easement, or alignment of those lines or boundaries
- Prepare legal descriptions and information shown with the description of any deed or other title document
- Prepare maps or plats
- Prepare Record of Surveys
- Review maps and/or surveys such as Parcel Maps, Final Maps, or Tentative Maps
- Investigate boundary discrepancies
- Reviews and signs all surveys in the County and City before the cartography review
PROPOSAL REQUIREMENTS

Your proposal must include the following:

1. The firm name and address, and the name and contact information of the primary contact person.
2. Provide a list of the current and prior municipal government survey clients indicating the type(s) of services performed and the number of years for each engagement.
3. Describe the experience and knowledge that you or your firm have in performing statutorily required county surveyor duties.
4. Acknowledge that the fees adopted in the schedule below are consistent with rate(s) per hour for scope of services.
5. Location of the office from which the work is to be done and number of professional staff employed at that office.
7. Rate(s) per hour for services outside the fee schedule list of services.
8. List of any other references the firm or individual believes helpful.
9. Include any other information you consider relevant.

SELECTION PROCEDURE
The County Administrative Officer and other County representatives will screen all written proposals. Interviews may be conducted with the finalists (either in person or off-site interview via video or phone conferencing), and a recommendation will be made to the Board of County Commissioners during the scheduled special meeting held on November 10, 2020.

EVALUATION CRITERIA
The County will award the contract to the proposer whose proposal will best serve the County’s interests, taking into account price and various other considerations, including, without limitation, services offered, experience, capability, and expertise. The County may, at its sole option, either accept a proposer’s initial proposal by award of the contract or enter into discussion with the proposer whose proposal is deemed to be reasonably suitable for award.

The County reserves the right to make such investigations as it deems necessary or appropriate to determine the ability of a proposer to furnish the required services, and each proposer will furnish all such information for this purpose as the County may reasonably request.

APPOINTMENT TERMS
The appointment will begin January 1, 2020 and will continue for a period of one year with an option to renew for three one-year terms.
DISCLOSURE
Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the County should not, upon written request, disclose such materials.

<table>
<thead>
<tr>
<th>2020-2021 Surveyor Fees</th>
<th></th>
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<tbody>
<tr>
<td>Partition plat review and filing</td>
<td>$550.00</td>
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<tr>
<td>Each additional Mylar</td>
<td>$120.00</td>
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<tr>
<td>Record of survey review and filing</td>
<td>$240.00</td>
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<tr>
<td>Each additional Mylar</td>
<td>$70.00</td>
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<tr>
<td>Property line adjustment review when field survey performed</td>
<td>$290.00</td>
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<tr>
<td>Each additional Mylar</td>
<td>$60.00</td>
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<tr>
<td>Property line adjustment review when a field survey is not performed</td>
<td>$200.00</td>
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<tr>
<td>Affidavit of Correction</td>
<td>$105.00</td>
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<tr>
<td>Condominium plat review and filing</td>
<td>$800.00</td>
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<tr>
<td>Per Building</td>
<td>$80.00</td>
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<tr>
<td>Subdivision plat review monumented and filing</td>
<td>$720.00</td>
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<tr>
<td>Per Lot</td>
<td>$70.00</td>
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<tr>
<td>Subdivision plat review post monumented and filing</td>
<td>$820.00</td>
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<tr>
<td>Per lot</td>
<td>$85.00</td>
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<tr>
<td>“Oregon Corner Restoration Record” reports</td>
<td>$20.00</td>
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<tr>
<td>Affidavit of Plat monument Re-establishment and post monument affidavit</td>
<td>$150.00</td>
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<tr>
<td>Certified mail for original documents returned to the Surveyor plus cost</td>
<td>$15.00</td>
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<tr>
<td>Vacation Review</td>
<td>$105.00</td>
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<tr>
<td>Additional plat review caused by redesign</td>
<td>$130.00 per hr</td>
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<tr>
<td>Research Time</td>
<td>$80.00 per hr</td>
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<tr>
<td>Single-Parcel Partition Plat, or Single Parcel Replat Review</td>
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<tr>
<td>Multiple-Parcel Partition Plat or Replat Review</td>
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<tr>
<td>Re-check or Re-design Review</td>
<td></td>
</tr>
<tr>
<td>Property Line Adjustment</td>
<td></td>
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