

REQUEST FOR PROPOSAL

LAND SURVEYING SERVICES AT CIRCLE V

FRESNO, CALIFORNIA

Issued on: Friday, July 9, 2021

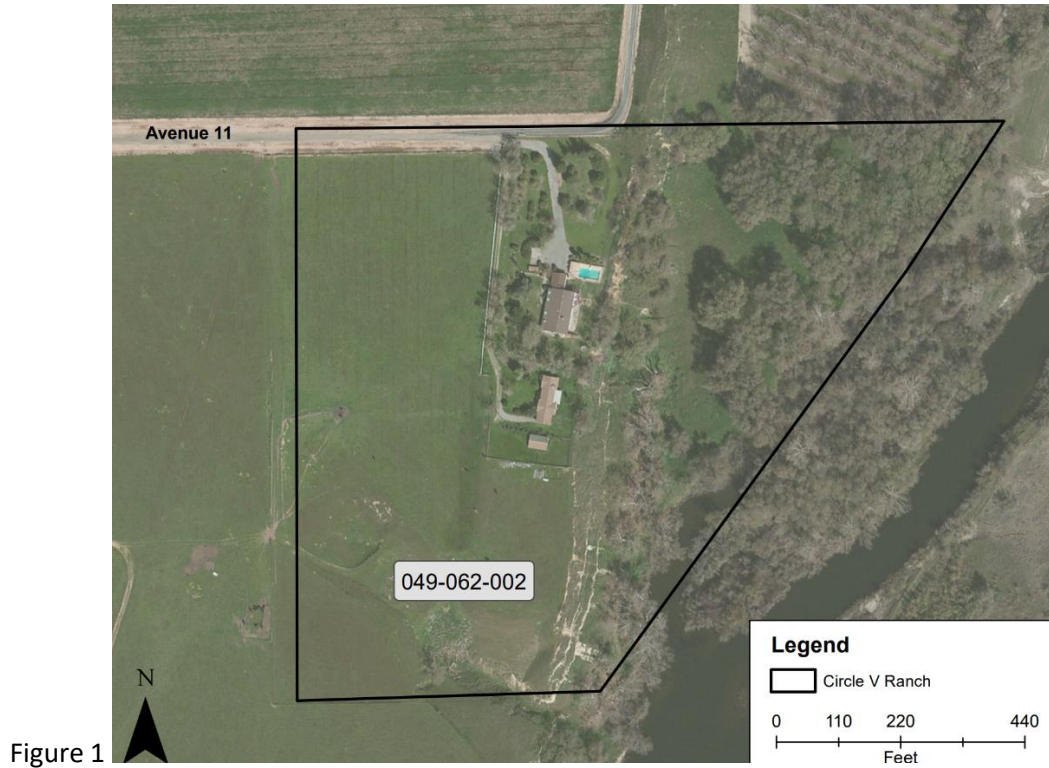
Deadline for Proposal Submittal: Friday, July 30, 2021

US Green Building Council Central California
Laura Gromis, Executive Director
2911 E Barstow Ave, M/S of 144
Fresno, CA 93740
Telephone: (559) 916-7023

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INTRODUCTION

The US Green Building Council Central California is seeking land surveying service proposals for Circle V, a 20-acre site on the San Joaquin River, see figure 1.



BACKGROUND

Circle V is owned by the State of California, under the management jurisdiction of the San Joaquin River Conservancy (Conservancy). The San Joaquin River Conservancy (SJRC) was established by the State Legislature in 1992 with the passage of the San Joaquin River Conservancy Act (Public Resources Code §32500 et seq). The purpose of the SJRC is to create the San Joaquin River Parkway (Parkway) to preserve and enhance the river’s extraordinary biological diversity, protect its valued cultural and

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natural resources, and provide educational and recreational opportunities for local communities and visitors.

The US Green Building Council Central California has received a grant from the SJRC for the Circle V project. The Circle V public access project will prepare a 20-acre site (see Figure 1) for public access by converting two existing residential buildings into a Net Zero Indigenous Environmental Resource Center with office space, community gathering areas with access to the San Joaquin River.

The Circle V property consists of approximately 13 acres of unirrigated pasture, a small hobby orchard, and two residences above the bluff; a steep bluff slope; and approximately 7 acres of sycamore/Valley oak woodland on the floodplain and extending to the San Joaquin River (Please see Figure 1). The State Lands Commission determined the net acreage is 20.76 acres (state sovereign lands are not included in the net acreage).

SCOPE OF WORK

The scope of work includes the following:

- Aerial survey
- Detailed topographic field survey on developed part of site

DELIVERABLES

At the conclusion of the operational reviews, the consultant shall, as described in the Scope of Work, be expected to provide the following products:

The aerial survey at 1"=40' scale with 1' contours of the Circle V Ranch site will show all visible plan features as well as a 40' grid of spot elevations and scattered spot elevations. The final delivery will be an acad .dwg file as well as the TIN and DTM files. Included in the fee will be a .2' color orthophoto. This image will be delivered as a .TIFF with a .TFW world file.

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The detailed topographic field survey around the developed area of the site would supplement the aerial topography and provide more accurate locations and elevations of the topography as well as of features not visible by the aerial survey (i.e., building walls under eaves). Deliverables of the mapping will be in PDF and CAD (.dwg).

A Draft Report with an Executive Summary shall be issued to the Executive Director and Project Manager. The document shall include the summary of findings as identified in the Scope of Work. Any documentation prepared by the Consultant shall be provided to the USGBC-CC in both paper copies and electronic format. A Final Report shall be issued following staff comments on the draft. In addition, the Consultant will be required to conduct a presentation to stakeholders and the community during various steps of the design process. Three (3) copies of the Final Report will be required along with an electronic copy completion at each phase.

PROJECT SCHEDULE

Below is a desired schedule for initiating this project; however, dates may be subject to change and adjusted as necessary.

Issuance of RFP	July 9, 2021
Deadline to submit questions	July 20, 2021
Issuance of RFP clarifications	July 23, 2021
Proposals Submittal Deadline	July 30, 2021, 5:00 PM PST
Award Contract	August 10, 2021
Work performed	September 2021

All questions concerning the RFP must be submitted in writing to Laura Gromis, lgromis@usgbccc.org. All questions must be received by July 20, 2021.

SUBMISSIONS

Please submit your firm’s qualifications, identify key staff to be assigned to this project, provide resumes for each key staff member; provide at least three (3) professional references for work that was

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performed similar to that requested in this RFQ/RFP and provided a detailed description of your approach to the project, time schedule, and not to exceed total fee amount.

SELECTION CRITERIA

- Cost
- Proposed Work Plan and Approach.
- Familiarity with policies and procedures related to the work effort.
- Quality and completeness.
- Relevance and conciseness.
- Qualifications and experience of staff.
- Manpower allocation
- Completion of similar projects and references

REQUIREMENTS OF PROPOSAL

The following materials should be submitted with the proposal:

- Cover Letter

The cover letter should briefly state the consultant’s understanding of the work to be performed, the commitment to perform the work in the required timelines, and why the consultant believes it is best qualified to perform the duties and tasks outlined and described in scope of work contained in this request.

Qualifications

The proposal should include the following information and materials:

- **Qualifications and Related Experience of Personnel Who Will Perform Work.** Resumes of all personnel who are proposed to provide professional services to USGBC-CC within the Scope of Work outlined and described in this request should be included. Résumés should include all relevant experience, education, and other qualifications over the past 3 years.
- **Prior Relevant Experience.** A description of prior work experience and projects relevant to the Scope of Work outlined and described in this request should be included.

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- References of local clients. Please include a list of at least three (3) current and/or previous clients located in California for which the consultant has rendered professional services relevant to the scope of work outlined and described in this request.

Approach, Scope, and Timelines

- Provide a proposed approach and projected timeline to conduct and complete the step in the Scope of Work.

Cost

- Cost Estimate with justification
- Proposal shall include hourly rates for all personnel on the project.

General Information

1. USGBC-CC reserves the right to cancel or reissue the RFP or extend the timeline at any time.
2. USGBC-CC reserves the right to reject any and all proposals. USGBC-CC may accept any proposal if such action is determined to be in the best interest of the organization.
3. USGBC-CC is not liable for any costs incurred by the proposer prior to issuance of a written notice to proceed to the successful consultant.
4. The project team is subject to the approval of USGBC-CC. USGBC-CC will have the right to review and approve any changes in the project team.

Questions During Proposal Period

All questions should be directed in writing to Laura Gromis, Executive Director, lgromis@usgbccc.org

DEADLINE FOR PROPOSAL SUBMITTALS

Submittals are due by 5:00 PM PST on July 30, 2021.

One (1) original proposal with three (3) double-sided copies must be submitted along with an electronic copy on a CD or USB of the proposal in PDF format. Proposals shall be clearly marked "CIRCLE V LAND

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SURVEYING SERVICES PROPOSAL” and enclosed in a sealed envelope. Proposals may be hand delivered or mailed to:

Laura Gromis

Attn: Circle V Land Surveying Services

lgromis@usgbccc.org

2911 E Barstow Ave, M/S of 144

Fresno, CA 93740

Proposals not received by the due date and time requested in the Project Schedule herein may be rejected without consideration.

NOTE: FAXED, LATE OR “BY-POSTMARK DATE” PROPOSALS WILL NOT BE ACCEPTED.