



Request for Qualifications (RFQ)  
for  
Survey Services  
of  
Burlington Northern/Santa Fe Separation Project (BNSFSP)

**RFQ-2009- 005**

Proposal Due Date: 2:00 P.M.  
August 12, 2009

Send completed Statement of Qualification

The City of Claremore  
City Clerks Office  
P. O. Box 249  
Claremore, Ok 74018  
For more information, call 918-341-2066  
City of Claremore Project # 320

## **I. PURPOSE**

The purpose of this solicitation is for the City of Claremore to obtain Statements of Qualification (SOQ) for Professional Services in preparation of Surveying from a Professional Surveyor. This service is needed for the future Burlington Northern/Santa Fe Separation Project (BNSFSP). The consulting firm selected will lead surveying services associated with the upcoming BNSFSP Project.

Together with the Federal Highway Administration (FHWA), Oklahoma Department of Transportation (ODOT), and the City of Claremore, this RFQ is the next phase for the Burlington Northern/ Santa Fe Separation Project.

## **II. BACKGROUND**

C.H. Guernsey & Company completed a Railroad Overpass Feasibility Study in June 2003. A single street overpass of the BNSF railroad and UP railroad on Blue Starr Drive was recommended. A copy of that study can be provided to the Consultant as part of this Request for Qualifications (RFQ).

The City met with representatives of ODOT, BNSF and the Oklahoma Department of Commerce concerning grade separations issues. It was determined that alternatives to the Blue Starr overpass project should be evaluated to determine if there might be a more cost effective or long term solution to the railroad crossings in the City.

The City contracted with TranSystems to conduct a study of elevating the BNSF through the City of Claremore. This study has been completed and can be made available to the selected firm.

## **III. SCOPE OF PROJECT**

### ***Surveying for Control***

- Survey project coordination, including right of entry access, and updating monument records when required by state law.
- Research and coordinate horizontal control monuments.
- Establish location and set semi-permanent horizontal monuments to supplement National Geodetic Survey or City coordinate system.
- Traverse and RTK GPS to establish project coordinates on existing horizontal control points and supplement horizontal control. All coordinates shall be referenced to the Oklahoma North Zone State Plane Coordinate System, NAD 83, modified to ground by a project grid factor for the horizontal control.
- Research and coordinate vertical control monuments. National Geodetic Survey Monuments and City vertical control will be located and used as a basis of elevations monuments.

- Bench Level runs and establishment of vertical elevations referenced to North American Vertical Datum 1988.

**Surveying for Planimetrics and Digital Terrain Model (DTM)**

- Project Coordination of Field Topography Limits. Project Corridor Planimetrics. Field survey existing BNSF railroad right-of-way including beyond the right-of-way a 50-foot strip easterly and 25-foot strip westerly at 50-foot intervals for DTM and Planimetric features from the proposed railroad improvement project beginning approximately 0.85 miles south of the intersection of West Country Club Drive and SH 66 and extends along the existing railroad alignment to the intersection of West Stuart Roosa Drive and North Lynn Riggs Boulevard, in Claremore, Oklahoma. The Subject Site is a little over three and half (3.5) miles in length. Survey features will include top of rail (establish engineering stations from BNSF track maps while cross-referencing Milepost markers located in the field, survey insulated joints, and note rail size, and all changes in rail size) signal lights, track switches (point of switch, point of frog, and note size of switch), signal cabinets, railroad warning devices, industry track etc. Locate boring locations and elevations after they are drilled.
- Field survey street crossings for DTM and Planimetrics at W. Country Club, Moretz Street, Archer Road, Claremore Street, First Street, Will Rogers, Sixth Street, Union Pacific Railroad, Blue Starr Drive and J.M. Davis Road. Survey Limits will include the East right-of-way of J.M. Davis Road on the Eastside of the BNSF right-of-way and 300-foot westerly of BNSF right-of-way, all 10 feet beyond existing right-of-way within the existing right-of-way of the streets. Survey features will include but not limited to curb lines, pavement, street signs, traffic signals, fences, buildings, etc. On drives (private or public) topo drive to allow for possible grade changes. Cross sections for DTM purpose will be taken at 50 foot intervals.
- Field survey the UPRR top of rail 1,200 feet each side of UPRR/BNSF crossing diamond. Top of rail shot should be at 50-foot intervals.
- Collect field data for hydrology and hydraulics study to include additional cross sections at Cat Creek. Creek profile 1000-foot upstream and downstream including flow line, normal flow bank elevations and high flow bank elevations. Three existing structures which will include centerline, upstream toe and downstream toe of slope, type and size, as well as bridge backwalls, bearings, piers, and span fascia for each structure are needed at Owalla Ave., JM Davis Blvd, and Lynn Riggs (Hwy 66). Survey flowlines, length, and note type of all culverts and other drainage structures within the project limits. Field locates of existing utilities along all project limits. One-Call system will be notified to field mark all utility lines within the project limits and other known utility entities not in the One-Call system. Some maps are available by local agencies or City maps. Request these maps for verification of surveyed utilities. Overhead lines will also be located in the field with the survey data. A Utility Ownership list would be developed by the One-Call System.
- Field locate all Sanitary Sewer, Storm Sewer and Storm Drainage Structures within the project limits. Top of rim, flow line (Invert Elevations) and size of structure will all be located and field located. Provide sketches of Manholes and storm inlets with corresponding shot numbers and pipe flowlines and copies of all field notes and control points.

**Section Corners and Property Corners**

- Coordinate and research all project related Property information for all properties within, partially within, or adjacent to survey limits, and section corner and boundary survey information necessary for establishing the existing property and right-of-way lines.
- Research existing railroad right-of-way records and Rogers County records. Copies of title reports to be provided to City of Claremore. Field search for property corners, right-of-way markers, plats, recorded surveys and physical evidence to establish correct boundary lines.
- Field search for property corners, right-of-way markers, plats, recorded surveys and physical evidence to establish correct boundary lines. Locate all easements on base maps.
- Process field survey data and conduct calculations to establish an existing ownership map.

### ***Base Mapping***

- Coordination of field survey data files.
- Compile and Process survey data to create Project Survey Base Map (Planimetrics).
- Compile and process survey data to create Project DTM model.
- Field check project base map and DTM for completeness of the existing features.
- Plot existing railroad right-of-way and compile to existing ownership map for identification of preliminary ownership areas outside of railroad right-of-way.
- Plot boring locations and elevations. Borings will only be located to project datum after they are drilled.

### ***Right of Way and Easement Acquisition (optional)***

- If the project requires the acquisition of easements or right of way, the consultant may be asked to provide additional services including preparation of Right of Way and Easement Documents, legal descriptions, exhibits, appraisals, and otherwise assist in the negotiations.

### ***Project Deliverables***

- Base maps shall be submitted in a DGN format fully processed with all control, break lines, roadways, utilities, and other surveyed features drawn in and labeled with proper coding described below.
- Point files with survey codes shall be submitted.
- Submit data Survey Codes provided by the Primary Design Consultant. A manual will be provided as an example of how the data will be delivered. Use information from the manual that will apply to the project.
- TIN file
- Hard copy and CADD copy of full size plot signed and sealed by an Oklahoma-licensed RLS of the project area containing all surveyed features from the base map, as well as existing ground contours that have been back-checked to ensure accuracy.
- Schedule – Consultant will be required to coordinate and meet the schedule of the primary design consultant.

#### **IV. QUALIFICATIONS DUE DATE AND REQUIREMENTS**

The purpose of this Request for Qualifications (RFQ) is to obtain information for Professional Services in a Statement of Qualifications (SOQ) submittal to provide professional services as described. Only Registered Licensed Surveyors to practice in the State of Oklahoma will be considered. All statements will be considered without regard to age, race, creed, color, sex, handicap or national origin.

**Statements of Qualification for Professional Services shall be received by:**

**The City of Claremore, City Clerks Office until 2:00 P.M. August 12, 2009; P. O. Box 249, Claremore, Ok 74018 or by delivery in person at 104 S. Muskogee, Claremore, Ok 74017.**

A sealed envelope clearly marked shall be submitted for the Qualifications. The statements will be referred to a review committee, who will review each statement in accordance with the evaluation criteria stated later in this RFQ. All costs associated with the preparation of a statement in response to this RFQ will be the responsibility of the Offerer, and will not be reimbursed by the City of Claremore. It is important that the Offeror's statement be submitted in a sealed envelope, clearly marked on the lower left hand corner with the following information:

**Request for Qualifications for  
Survey Services of the proposed  
Burlington Northern/Santa Fe Railway Separation Project (BNSFSP)  
for the City of Claremore**

**RFP-2009-005  
DUE: 2:00PM August 12, 2009  
DO NOT OPEN**

Firms shall submit one (1) original and four (4) copies of Statement of Qualifications to the City in response to the RFQ. All information requested or otherwise considered common to qualification statements shall be included at the time of submittal. Incomplete submittals will be considered informal and may be subject to rejection on that basis.

**The City of Claremore reserves the right to reject any or all Offers, to waive informalities and to re-advertise if it is in the best interest of the City of Claremore and ODOT to do so. It shall be the sole responsibility of the Offeror to have his/her documents delivered to The City of Claremore for receipt on or before the due time and date. If documents are sent by U.S. Mail, the date of receipt by The City of Claremore shall be the controlling date for purposes of determining whether or not timely submittal has been achieved.**

**V. REQUIREMENTS OF THE CONSULTANT DURING THE PROJECT**

- Project Team Members  
The consulting firm shall complete the project with the team outlined in the SOQ.
- Project Team Location  
The Project Team shall be reasonably accessible to City staff. The location, means of communication, anticipated travel requirements, etc. shall be discussed in the SOQ.
- Insurance  
The consultant shall provide proof of general liability; errors and omissions; and workman’s compensation insurance, with the minimum combined coverage listed below to extend through the duration of the project. The Consultant’s representatives shall provide insurance verification forms to the City before the contract is executed.  
  

1) General Liability	\$1,000,000.00
2) Errors and Omissions	\$1,000,000.00
3) Workman’s Compensation	State Requirement

**VI. REVIEW CRITERIA FOR THE PROPOSALS RECEIVED**

All submittals will be evaluated by a Review Committee. Submittals will be ranked according to the total number of evaluation points assigned by the Review Committee. The Review Committee will identify one consulting firm as a "Qualified and Highly Responsive Consulting Firm."

The consulting firm selected, as "Qualified and Highly Responsive Consulting Firm" will be requested to submit a detailed "Proposal of Services" to the Review Committee. The Proposal of Services must be detailed as to sequence of events, actions, and services provided. Consulting Firm shall provide estimates of calendar days required, with a time line of all requirements by the Project team, authority reviews, meetings and a final executive summary.

If warranted at that time, the Review Committee, at its discretion, may choose to enter into a contract with the Consulting Firm for the project, or reject the Consulting Firms proposal and select the next most "Qualified and Highly Responsive Consulting Firm" and repeat the proposal review procedure until a "Proposal of Services" is accepted. Based upon the accepted Proposal of Services, the Review Committee will contact the Consulting Firm and negotiate the terms of the contract and fee for services.

If the contract negotiations are successful, the Review Committee will then make a recommendation to the Claremore City Council and ODOT for approval of the Contract.

- A point system will be used to rank qualifications statements. The Review Committee will then recommend selection of "Qualified and Highly Responsive Consulting Firm" that in their opinion will provide the best service to the City of Claremore.
- A weighted point system will be utilized for review of the submittals to determine the best qualifications. The review form is attached and indicates the point range available for each review point. The Consulting Firm must realize that many items will require judgment calls or rankings by the Review Committee.
- Qualification statements will be evaluated in terms of content and completeness. Any or all references may be contacted. Each required item will be reviewed and rated according to the criteria described below. The following factors will be assessed throughout the review process.
  - 1) Experience and technical competence of the project manager and project staff in the required areas of expertise. The project manager should differentiate recent experience of the project manager and the consulting firm. The Consultant should also differentiate Project Team abilities of the Project Consultant and the other Team Members.
  - 2) Capacity to perform all required services.
  - 3) Ability to expedite completion of the project in a timely manner.
  - 4) Evaluation of record on similar projects, which shall include quality of work and cost control.
  - 5) Suggested concepts for project configuration and treatment
- All written material, and other information relative to the RFQ obtained during the review process, will be treated confidentially, except as required, pursuant to local and state laws.

**VII. QUALIFICATIONS STATEMENT CONTENT**

All sections, A through H, must be included to receive points. The format to be used is as follows:

**A. Cover letter**

**B. Project Understanding and Approach**

This section shall demonstrate the Consultant’s understanding of the project scope and summarize their approach to providing services for these types of projects. The project approaches shall be used to prepare a general scope of work to be included

in the Request for Qualifications (SOQ).

**C. Qualifications of the Consultants**

This section shall discuss prior relevant design experiences of the Consultant and list references. Particular mention should be made regarding previous experience on similar projects. Completion dates for each project shall be included.

A detailed discussion of projects performed within the past five (5) years concerning railroad projects.

Also, this section shall include a listing of all projects currently in progress involving the Consultant, and their anticipated completion dates. All current or pending litigation against the Consultant or sub- Consultant shall be provided. The Consultant must demonstrate the availability to perform this project in a timely manner.

**D. Qualifications of the Project Manager**

The Project Manager representing the Consultant selected for this project shall demonstrate the following minimum experience: possess a minimum of ten (10) years of relevant project design and management experience, including references, contact persons and their telephone numbers.

**E. Project Organization and Staffing**

This section shall discuss staffing for the project showing key personnel. The proposed Project Manager, Project Surveyors, Project Consultants and other design team members shall be identified. Résumés of key personnel shall be included as an Appendix. Sub- Consultant shall also be listed in this section but referenced separately.

**F. Standard Form 254**

A copy of the most recent Standard Form 254 (SF254) for the Consultants is to be included in this section. Specific reference to the office location performing the work shall be included.

**G. Description of Additional or Supporting Services**

The Consultants shall submit a description of other capabilities to provide the City with additional information which may be used as a reference should they desire the Consultants to perform additional or supporting services.

**H. Affidavit**

The attached affidavit shall be completed, executed and included with the proposal.



**REQUEST FOR QUALIFICATIONS  
REVIEW FORM**

**PROFESSIONAL SURVEY SERVICES  
CITY OF CLAREMORE**

**BURLINGTON NORTH/SANTA FE SEPARATION PROJECT**

Selection committee member's name:  
(Printed & Signature) \_\_\_\_\_

<b>REVIEW ITEM</b>	<b>AVAILABLE POINTS</b>	<b>AWARDED POINTS</b>
PROJECT UNDERSTANDING AND APPROACH TO PROJECT	25	_____
RECENT EXPERIENCE IN COMPARABLE PROJECTS	20	_____
Project Consultant	15	_____
Consultant's Firm		_____
PROJECT TEAM ABILITIES	20	_____
Project Consultant	15	_____
Other Project Staff		_____
RESPONSIVENESS TO REQUEST FOR QUALIFICATIONS	5	_____

TOTAL POINTS	100	_____
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**STATEMENT OF QUALIFICATION'S AFFIDAVIT**

**CITY OF CLAREMORE**

**BURLINGTON NORTHERN/SANTA FE SEPARATION PROJECT**

On behalf of the Offeror I, \_\_\_\_\_ of lawful age, being duly sworn upon oath, certify:

- A. That I am authorized to submit this Statement of Qualifications and to contract on behalf of the Offeror.
- B. That I or any member of my firm have not paid, given, or donated or agreed to pay, give or donate to the City of Claremore or any officer or employee of the City of Claremore, any money or other thing of value, including any special consideration, either directly or indirectly, in seeking to procure this contract.
- C. That there has been no attempt by the Offeror to discourage any potential Offeror from submitting a Statement of Qualifications.
- D. That I have read and understand all of the information in the Request for Proposal/ Statement of Qualifications, including the information on the project to be designed and administered.
- E. That the Offeror and any individuals to be assigned to the work do not have a record of sub-standard work.
- F. That the Offeror will, if awarded the contract, perform the requirements of the contract in accordance with all applicable state and federal rules and regulations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
(Offeror's Firm Name)

\_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Notary Public

(SEAL).