

County of Umatilla

Request for Qualifications for Surveyor for Umatilla County

Release Date: July 25, 2019

Closing Date: August 20, 2019

Contact Person: Douglas R. Olsen, County Counsel
Umatilla County Board of Commissioners
216 SE 4th Street
Pendleton, OR 97801

Proposals to be received by 2:00 p.m. on August 20, 2019 at the address listed above, at which time all proposals will be opened.

Introduction

Umatilla County is requesting qualifications from licensed land surveyors to act as Umatilla County Surveyor and perform the duties of that office required by Oregon law. Duties include keeping record and filing of all surveys, review of proposed surveys and plats within statutory time limits, affidavit of corrections, establish and maintain all public land survey corners, interaction with county staff for review of surveys and related documents, interaction with surveyors and member of the public to provide statutory duties, management of program, and involvement with professional organizations, including OACES.

The County will enter into a negotiated contract with the successful applicant to act as County Surveyor.

Proposal Format

A qualifying proposal should address the following:

- 1) Brief description of individual, address, email, telephone number and fax number.
- 2) Resumes of individual and any staff.
- 3) Applicant's experience in providing statutory duties and surveying.
- 4) No less than two and no more than three letters of references that have knowledge of applicant's work.
- 5) Demonstration of workload capacity and a level of experience commensurate with the level of service required by the County and the County Surveyor duties.
- 6) Licensed to do business in the State of Oregon.
- 7) Demonstrate ability to perform the work in a timely manner.

Proposal Submittal

Three (3) copies of the proposal shall be submitted no later than 2:00 p.m. on August 20, 2019.

Send or deliver proposals to: Douglas R. Olsen, County Counsel
Umatilla County Board of Commissioners
216 SE 4th Street
Pendleton, OR 97801

All proposals must be submitted in a sealed envelope, clearly marked County Surveyor by the closing date and time.

Late proposals will not be accepted. Faxed or electronic copies are not acceptable.

All proposals, whether selected or rejected, shall become the property of the County.

Cost of preparation of the proposal shall be the responsibility of the applicant.

An oral interview with County officials and staff may be required.

Award Criteria and Selection Process

The County will be using the following criteria to select a County Surveyor:

- Overall experience of applicant in providing surveying services.
- Specific knowledge and experience with County Surveyor services.
- Performance history, based on reference and other contacts.
- Ability to provide required duties in a timely and professional manner.

The County reserves the right to award a contract to the firm or individual that presents the proposal which, in the sole judgment of the County, best serves the interest of the County.

The County reserves the right to reject any or all proposals, to waive minor irregularities in proposals, or to negotiate minor deviations with the successful firm. Until such time as a contract is executed with a successful surveyor, Umatilla County may cancel all or any part of the request for qualifications or any component.

Protests

Any protests under this request shall follow the protest procedures set forth in OAR Division 137-48.

Additional Covenants

The successful applicant will be required to comply with all applicable county, state and federal laws, regulations, policies, guidelines and requirements. Further, the successful applicant will hold harmless and indemnify the County with regard to any claim made against surveyor during performance of the contract.

Assignment

Any contract resulting from this request and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the County and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

Inquiry

Direct all inquiries regarding this RFQ to:

Douglas R. Olsen, County Counsel
Umatilla County Board of Commissioners
216 SE 4th Street
Pendleton, OR 97801
Phone Number: 541-278-6208