



STATEMENT OF WORK SITE SURVEY ENGINEER SERVICES

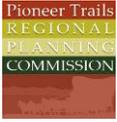
SITE SURVEY for Holden Business Park, 500 West McKisscock St., Holden MO 64040

SCOPE: The scope covered by this statement of work consists of SITE SURVEY ENGINEER (SSE) Selection providing all labor, equipment, materials (except those specified as Coalition furnished), travel, field fact finding investigations, and limited field surveys to furnish the City of Holden with technically sufficient Site Survey Data for Holden Business Park. The City of Holden is seeking proposals to conduct site survey work to support the design of the Holden Business Park. The Business Park was created in 2006 by a group of citizens to spur Economic growth in the City of Holden produced an initial survey which now requires update and land expansion. The mission is to improve quality of life for the people of Holden by providing economic opportunities.

DESCRIPTION OF EFFORT: Provide a technically sufficient site survey for the development of the Holden Business Park. The following issues are to be addresses but not limited to:

1. Site survey and mapping of the Business Park to include:
 - Boundary survey- ALTA/ASCM Land Tile Survey Stds
 - Existing man-made features, such as buildings, stone walls, trails, steps, railings; and
 - Locations of all utilities, both above and below ground, including telephone, cable, stormwater and sewer (inlets and lines), gas, internet and electrical (including available amperage and locations of transformers adjacent to park site); and
 - If any typical utilities are not available on-site, location(s) of nearest potential connections to the site.Site survey and mapping of natural features, including:
 - Topographical map showing contours at 1 foot intervals; and
 - Hydrologic features, such as continuous and intermittent streams, and wetlands (including vernal pools); and
 - Tree survey including species, size, and condition of all trees over 10" dbh, plus any smaller trees deemed significant during the field survey; and
 - Geologic features including soils, sinkholes, caverns; and
 - Soil Borings and analysis to include core sampling of the proposed building site.

2. Firm Selection: The following 'Statement of qualifications' will be used for firm selection. Final selection will include a presentation from top ranked firms. The initial proposal must provide:
 - General firm qualifications related to project administration



- A brief narrative regarding the firm's capability to carry out this project, including any special assets, areas of expertise, analytical tools, data sources, etc. to which the firm may have access
- A listing of similar projects undertaken within the last five (5) years by the proposing firm and/or its sub-consultants, showing contract amounts, descriptions of the work performed and clients with contact names and phone numbers
- An explanation of quality assurance procedures (i.e., methods)
- Resumes of key professional staff who will be assigned to this project
- A listing of all joint ventures or subcontractors, if any

3. SELECTION PROCEDURE

The final selection of the firm is expected to occur on March 11, 2014 upon approval of PTRPC Executive Board and the City of Holden. This Request for Proposals does not commit PTRPC to award a contract, to pay any costs incurred in preparation of a response to this Request, or to procure or contract for services or supplies. PTRPC reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if it is in the best interests of the PTRPC to do so. Firms shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, or agent of PTRPC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposals. All proposals submitted in response to this RFP become the exclusive property of PTRPC.

4. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion; actions were taken by staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Mr. Randall B. White, Exe Dir., Pioneer Trails Regional Planning Commission, 802 S. Gordon Concordia MO 64020. Protests should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest. Upon receipt of the protest, Pioneer Trails Regional Planning Commission will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.



- 5. Due Date – To be eligible for consideration proposals must be received by the commission no later than **4:00 p.m., C.D.T. Feb 10, 2014**. Late submittals will not be considered. Please contact Nikki Knipmeyer 660 463-7934 to confirm receipt by deadline.

Submission – The committee prefers that the submission be made in electronic format. Files should be provided in Adobe Acrobat PDF format and no single file should be more than 1 MG. Any questions will be made in writing at least 10 days prior to due date. Email proposal to: Nikki Knipmeyer at Nicole@trailsrpc.org. If electronic format is not possible, the proposal must be submitted to:

Nikki Knipmeyer
 Pioneer Trails Regional Planning Commission
 802 S. Gordon PO Box 123
 Concordia MO 64020

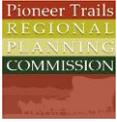
- 6. Minority-Owned Business Enterprise/Women-Owned Business Enterprise (MBE/WBE) Requirements and Participation policy requires that qualified MBE/WBE’s be afforded an equitable opportunity to participate in contracts.

7. REFERENCES

Please provide three references (public or large commercial clients, if possible) to which similar services are being provided.

Reference #1

Client Name:		
Address:		
Type of Organization:		
Length of time with your institution:		
Contact Personnel:		Phone Number:



Reference #2

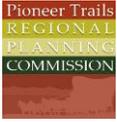
Client Name:		
Address:		
Type of Organization:		
Length of time with your institution:		
Contact Personnel:		Phone Number:

Reference #3

Client Name:		
Address:		
Type of Organization:		
Length of time with your institution:		
Contact Personnel:		Phone Number:

8. SCHEDULE:

The SSE shall complete all services required for the analysis and/or phase within the number of calendar days allowed. However, the time allowed for completion of a particular option and/or phase can be changed by written modification to the SSE and Pioneer Trails RPC. The scheduled completion time will be measured in calendar days starting from the date of the notice-to-proceed.



If there are any review comments regarding the submittal, they will be sent to the SSE by PTRPC. The clauses of the Missouri’s Code of State Regulations, Division 40-Purchasing and Material Management, Chap 1–Procurement (1CSR 40-1) apply to this contract.

<u>DESCRIPTION OF SERVICE</u>	<u>DESIGN PERCENTAGE FOR COMPLETION</u>	<u>TIME ALLOWED</u>
Spin-up Joint Conference	0%	3 Days
SITE SURVEY		
Unchecked Product Review	65%	50 Days 5 Days
FINALIZATION		
Final Product	100%	15 Days
Total Time Site Survey Completion		73 days

9. SUBMITTALS: Upon completion, the SSE shall submit the following information:

<u>DESCRIPTION OF SERVICE</u>	<u>INFORMATION REQUIRED</u>
SPIN-UP CONFERENCE	Specific agenda and question/answer format.
SITE SURVEY	Unchecked Product Submit TEN (10) copies of a concept analysis, also, make an oral presentation of the report. The oral presentation will be held at City of Holden City Hall, chaired and minutes taken by the SSE.
FINALIZATION	
Final Product	Submit original TEN (10) HARDCOPIES, (1) original ‘WRITE’ CD copy of the product and five (5) ‘read only’ CD copies.