

**HEIGHT MODERNIZATION PROCESSING  
GILA COUNTY, ARIZONA**

**GLOBE, ARIZONA  
NO. 073108-1**

**RFQ INFORMATION  
CONTRACT DOCUMENTS AND SPECIFICATIONS**



**\*BOARD OF SUPERVISORS\***

**José M. Sanchez, Chairman  
Tommie C. Martin, Vice Chairman  
Shirley L. Dawson, Member**

**\*County Manager / Clerk of the Board\***

**Steven L. Besich**

**\*Public Works Director\***

**Steve Stratton**

## TABLE OF CONTENT

<b>Content</b>	<b>Page</b>
Index.....	1
Invitation for Qualifications.....	2
Introduction.....	3
Evaluation Factors.....	4
Evaluation Schedule.....	4
Scope of Services.....	5-6
Instructions to Submitters.....	7-9
Qualifications Response.....	10
Submitters Reference List.....	11
Firm Affidavit.....	12
Intentions Concerning Subcontracting.....	13



**GILA COUNTY  
REQUEST FOR QUALIFICATIONS  
NO.: 073108-1 HEIGHT MODERNIZATION PROCESSING**

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**REQUEST FOR:** Statement of Qualifications No. 073108-1  
Height Modernization Processing

**DUE DATE:** September 04, 2008 3:00 pm/mst

**DELIVERY ADDRESS:** Gila County  
Guerrero Complex  
1400 East Ash Street  
Globe, Arizona 85501

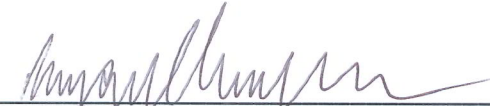
Gila County is inviting interested qualified Firms to submit a Request for Qualifications (RFQ) for a professional services contract involving the processing of static GPS survey data collected by the County during the period of 2004-2005 for submission to the National Geodetic Survey's (NGS) integrated database.

The words "**SEALED RFQ**" with "**HEIGHT MODERNIZATION PROCESS, NO. 073108-1**", due date, "**SEPTEMBER 04, 2008**", and time "**3:00 PM/MST**" shall be written on the envelope. The Qualifications will be publicly opened and read aloud thereafter. Any Qualification received later than the date and time specified above will be returned unopened. The prevailing clock shall be the atomic clock in the reception area of the Guerrero Complex building.

Interested Firms are strongly encouraged to carefully read the entire Scope of Work. Questions regarding interpretation of the documents or contents may be submitted to **Thomas Homan**, in writing either by fax or email. Questions received less than three (3) working days prior to the RFQ due date may not be answered.

The Board of Supervisors reserves the right to reject any or all RFQ's, or to accept any RFQ, or to waive any informality in any RFQ, or to withhold the award if deemed in the best interest of Gila County. All procurement activities conducted by Gila County are in conformance with the rules and regulations of the Gila County Procurement Policy.

Advertise in the Arizona Silver Belt: **August 20 and 27, 2008**

Signed:   
Bryan Chambers, Chief Deputy County Attorney  
for Daisy Flores, County Attorney

Date: 8 / 5 / 08

Signed:   
Steven L. Besich, County Manager / Clerk of the Board

Date: 8 / 12 / 08

**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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**INTRODUCTION**

Gila County is inviting interested qualified Firms to submit a Request for Qualifications (RFQ) for the Globe, Arizona, Gila County **Height Modernization Processing** Project. This project will be carried out under the Gila County Survey Department.

The Scope of Work in the RFQ involves the processing of static GPS survey data collected by the County during the period of 2004-2005 for submission to the National Geodetic Survey's (NGS) integrated database.

Interested and qualified Firms shall submit **three (3)** copies of their qualifications, prepared in accordance with the instructions in this document by **3:00 PM/MST, September 04, 2008**. Faxed or emailed RFQ's will not be accepted.

**Questions:**

Questions regarding this RFQ should be submitted in writing and refer to the appropriate RFQ number, page and paragraph number. However, do not place the RFQ number on the outside of the envelope containing questions since such an envelope may be identified as a sealed RFQ and may not be opened until after the official RFQ due date and time.

Questions should be directed to:

Thomas Homan                      928-402-8515                      [thoman@co.gila.az.us](mailto:thoman@co.gila.az.us)  
1400 East Ash Street  
Globe, Arizona 85501

Firms sent an RFQ packet will receive a copy of all questions and responses.

**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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**EVALUATION FACTORS**

Gila County intends to retain the Firm whose Qualifications it believes is most advantageous to the County. The contract will be awarded to ONE Firm only (A firm may partner/subcontract with other firms provided the partners/subcontractors are clearly identified in the Qualification). Evaluation of the Qualification will be based on qualifications of the respondents and not solely the "low bid", as Gila County wishes to hire a Firm with significant professional credentials.

The selection panel will consider the following factors:

- Soundness of technical approach
- Project management approach
- Qualifications of the project team, including personnel and subcontractors
- Relevant project experience within the last 36 months
- Project references
- Quality of response and adherence to required format
- Proposed project schedule and evidence of ability to meet scheduled target dates

**EVALUATION SCHEDULE**

Gila County's tentative schedule for this procurement is:

RFQ's Due: September 04, 2008

Tentative Date Contract Awarded: September 16, 2008

The Gila County Board of Supervisors reserves the right to modify the schedule as needed, and to rescind the RFQ or reject all responses.

**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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**SCOPE OF SERVICES**

Gila County has a mission to preserve and improve the quality of life of all residents. One component of that quality of life is the ability to have surveys of real property that start from common, well known and publicly accessible survey control.

In order to meet this particular facet we are requesting a Firm that has the ability to reduce and process static GPS observations collected along the Mogollon Rim area of Arizona during the period of 2004 to 2005. Processing is to be carried out under the control of NGS Technical Publications 58 and 59(Draft) for 2/5cm processing

**Situation:**

- Raw GPS Data collected during the period between July 2004 and November 2005
- Data needs to be reduced and submitted to the National Geodetic Survey (NGS) for inclusion in their point database (idb)
- Data was collected in accordance with NGS Bluebook guidelines as qty 3+, 2+ hours sessions on a given day
- Data is noisy due to the presence of predominately pine trees in the area
- There are actually 2 separate surveys that share a common boundary so we're processing as one.
- RINEX version is 2.10
- All headers have been edited to correct for antenna type, sn, HI's, etc.
- NGS SURFIL already generated and RINEX filenames matched
- NGS D-File will be completed by Gila County before processing is complete
- Fieldwork is complete with site photos, obstruction diagrams, etc done.
- Equipment used was a mix of Trimble, Topcon and Ashtech receivers.

**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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*Scope of Services continued....*

**Discussion:**

Gila County originally intended upon completing the processing internally or having the NGS State Advisor do the processing, but other project priorities left no available time to get the training and do the work for either group. Gila County has secured an AZHMP processing grant for this project. The grant is an amount up to \$20,000 for this project. The County desires for this project to be negotiated with the successful Firm as an hourly contract with a guaranteed not to exceed value.

Due to the highly technical nature of the processing, Firms that have completed a project that can be independently verified by NGS will be given selection preference for this project. As we understand the process, NGS has to independently verify the results via limited processing of the project. With this in mind, the contract may sit idle during the process and if it's ultimately rejected, the selected Firm and Gila County will have to work together to rectify the errors remaining within the original contract limits

**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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**INSTRUCTIONS TO SUBMITTERS**

Before submitting its Request for Qualifications each Firm shall familiarize itself with the scope of work, and laws, regulations and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the Contract and otherwise satisfy itself of the expense and difficulties attending the performance of the work. The submission of an RFQ will constitute a representation of compliance by the Firm. There will be no subsequent adjustment, other than that provided for by the Contract, for lack of such familiarization once the Firm is chosen.

Submitters must complete the Qualifications Response in full to be submitted at the time required, and made a part of the contract. The County will use the Qualifications Response format in evaluating the capacity of Firms to perform the Scope of Services as set forth in the Contract. Failure of any Firm to complete and submit the Qualifications Response at time and place of opening shall be grounds for automatic disqualification of Firm from further consideration.

The names of all persons signing must also be legibly printed below the signature. Evidence of the authority of the person signing shall be furnished.

The full name of each person or company interested in the RFQ shall be listed in the RFQ.

No alterations in forms, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Firm; if initialed, the County may require the Firm to identify any alteration so initialed.

The Qualification Response will contain an acknowledgment of receipt of all Addenda.

**It is requested that a minimum of three (3) copies of the Qualification Response be submitted.** The County will not be liable for any cost incident to the preparation of bids, materials, reproductions, presentations, copy-right infringements, etc.

By signature the preparer certifies:

- A. The submission of the offer did not involve collusion or other anti-competitive practices.
- B. The submitter has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.



**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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*Instructions to Submitters continued...*

Qualifications submitted early may be modified or withdrawn by notice to the party receiving Qualifications at the place and prior to the time designated.

The County is not responsible for any submitter's errors or omissions. Negligence in preparing an offer confers no right to the submitter unless the firm discovers and corrects such errors prior to the deadline.

**The Qualification shall be submitted in a sealed envelope. The words "SEALED RFQ" marked "HEIGHT MODERNIZATION PROCESSING NO. 073108-1" shall be written on the envelope. The Submitter shall assume full responsibility for timely delivery to the Gila County Public Works Division at the Guerrero Complex at 1400 East Ash, Globe, Arizona 85501 by 3:00 P.M./M.S.T., Thursday, September 04, 2006.**

Results ARE NOT given in response to telephone or personal inquiries. The tabulation will be on file in the Board of Supervisors and Purchasing offices.

The Board of Supervisors reserves the right to reject any or all Qualifications or any part thereof, or to accept any Qualification or any part thereof, or to waive any immaterial defects or informalities in any Qualification, or to reissue a Request of Qualification, whichever is deemed to be in the best interest of the County of Gila.

It is the responsibility of the Board of Supervisors to let the County contracts to the lowest responsive and responsible submitter. The contract will be awarded to ONE Firm only (A firm may partner/subcontract with other Firms provided they partner/subcontractors are clearly identified in the Qualification). To insure that all Firms are experienced, reasonably equipped and adequately financed to meet their contractual obligations, a determination of responsibility shall be made by the Board of Supervisors prior to contract award.

Further, the County reserves the right to reject the Qualification of any submitter who has previously failed to perform adequately after having once been awarded a prior bid for furnishing and installing materials or services similar in nature.

All submitted forms will be reviewed by the Board of Supervisors.

Those Submitters who, in the opinion of the Board of Supervisors, are best qualified and whose Qualifications are most advantageous to the County may be invited to appear before the Board for an oral interview.

**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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*Instructions to Submitters continued...*

**Protests:**

Only other submitters have the right to protest. A protest of a proposed award or of an award must be filed within ten (10) days after the award by the Gila County Board of Supervisors and must be sent to the Board of Supervisors at 1400 E. Ash Street, Globe, AZ, 85501.

A protest must be in writing and must include:

- (a) Name, address and telephone number of the protester,
- (b) Signature of the protester or its representative, and evidence of authority to sign,
- (c) Identification of the contract and the solicitation or contract number,
- (d) Detailed statement of the legal and factual grounds of protest including copies of relevant documents, and
- (e) The form of relief requested.

The apparent successful Firm shall sign and file with the County, within ten (10) days after Notice of Intent to award, all documents necessary to successfully execute the Contract.

**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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**QUALIFICATIONS RESPONSE**

In order to assist our panel in making a selection, Gila County requires that all respondents adhere to the response format outlined in this section. Show the Project Schedule for each Phase. Responses shall be simply prepared, brief and to the point. Needless lengthy documents filled with extraneous material will not be favorably received.

- **Cover Letter / Introduction**
- **Technical Approach**
- **Project Management Approach**
- **Project Team**
  - Personnel assignments, Resumes, Subcontractors
- **Project Experience**
  - Previous project experience specifically related to NGS Height Modernization/  
Bluebooking projects within the past 36 months.
  - Projects unrelated to HM/BB will not be evaluated
- **Project Schedule: see Contract**
- **Attachments**
  - Qualifications, Reference List and Addendum Acknowledgement
  - Non-Collusion Form
  - Certification: Intentions Concerning Subcontracting

**REQUEST FOR QUALIFICATIONS**  
**NO.: 073108-1 Height Modernization Processing**

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**SUBMITTERS REFERENCE LIST**

The applicant submitting this RFQ warrants the following:

Name, Mailing Address, Physical Address, Telephone Number and Principal of Firm

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1. Had Submitter (under its present or any previous name) ever fail to complete a contract? \_\_\_ Yes \_\_\_ No. If "Yes", give details, including the date, the contracting agency, and the reasons Submitter failed to perform in the narrative part of this Contract.
  
2. Has Submitter (under its present or any previous name) ever been disbarred or prohibited from competing for a contract? \_\_\_ Yes \_\_\_ No. If "Yes", give details, including the date, the contracting agency, the reasons for the Submitters disqualification, and whether this disqualification remains in effect in the narrative part of this contract.
  
3. Has a contracting agency ever terminated a contract for cause with Submitter (under your firm's present or any previous name)? \_\_\_ Yes \_\_\_ No. If "Yes", give details including the date, the contracting agency, and the reasons Submitter was terminated in the narrative part of this Contract.
  
4. Submitter must also provide at least the following information:
  - a. A brief history of the Submitters firm.
  - b. A schedule of each Phase
  - c. A list of previous and current customers, which are considered identical or similar to the Scope of Work described herein; shall be submitted on the Reference List, attached hereon and made a full part of this contract by this reference.
  - d. List the specific qualifications the Submitter has in supplying the specified services.
  - e. A list of subcontractors (if applicable) to be used in performing the service must accompany this package.
  - f. Gila County reserves the right to request additional information.
  - g. Addendum copies and acknowledgement dates accompanied by authorized signature.



REQUEST FOR QUALIFICATIONS  
NO.: 073108-1 Height Modernization Processing

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**CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING**

At the time of the submission of Qualifications on **Height Modernization Processing RFQ No. 073108-1** my intention concerning subcontracting a portion of the work is as indicated below.

In indicating that it is my intention to subcontract a portion of the work, this will acknowledge that such subcontractors will be identified and approved by the County Surveyor prior to award of contract; and that documentation, such as copies of letters, requests for quotations, etc., substantiating the actions taken and the responses to such actions is on file and available for review.

A list of any subcontractors (if applicable) to be used in performing the service must accompany the Bid. The list must include the subcontractors name, address, and phone number.

\_\_\_\_\_ It is my intention to subcontract a portion of the work.

\_\_\_\_\_ It is not my intention to subcontract a portion of the work.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
By: (Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date