

**TOWN OF CAVE CREEK
37622 N. Cave Creek Road
Cave Creek, Arizona 85331**

**NOTICE OF REQUEST FOR PROPOSAL
March 4, 2020**

PROPOSAL: Update to Town of Cave Creek Right of Way Maps
DUE DATE: March 26, 2020 – 10:00AM
LOCATION: Town of Cave Creek, Attention: Hal Marron, PE, Town Engineer
37622 N. Cave Creek Road, Cave Creek, AZ 85331

The Town of Cave Creek issues this Request for Proposal for the complete update to the Town of Cave Creeks Right of Way Mapping. The purpose of the Right of Way update will allow the Town of Cave Creek to determine the land under our control and where additional right of ways and easements are required.

The work will identify existing rights of ways, public access easements, public utility easements, and federal patent reservations, and other similar Town or publicly accessible land within the Town of Cave Creek Town limits.

The final product will be delivered in printed quarter section format as well and ArcGIS format.

Completion of this project will span two fiscal years, with the first portion concluding on June 30th, 2020 to coincide with the Towns' annual Fiscal year 2020 budget. Responding firms will indicate the level of service that can be provided in this fiscal year as well as the level of service that will need to be provided in the 2021 budget cycle.

Competitive proposals for the services specified in this notice will be received by the Town of Cave Creek at the above specified location until the time and date cited. Proposals must be in the actual possession of the Town of Cave Creek on or prior to the exact time and date indicated above. Late proposals will not be considered. The preparation of the RFP response will be at the expense of the respondent. The Town will not reimburse the respondent for any costs associated with the preparation or submission of any proposal. All RFP responses become the sole property of the Town of Cave Creek.

Proposals must be submitted and labeled "2020 Right of Way Program" and include the Offeror's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and a complete Request for Proposal data must be returned

along with the proposal by the time and date cited above. Additional instructions for preparing a proposal are provided with this notice.

I. INSTRUCTIONS TO BIDDERS

A. Preparation of Proposals:

1. All proposals shall be on the Offeror's letterhead and the forms provided in this Request for Proposal package. It is permissible to copy these forms if required. Facsimile transmittal, E-mail attachments or similarly transmitted proposals will be accepted.
2. The proposal documents and the Proposal Data Sheets (see Section VI) and Cost/Pricing Proposal Form must be submitted with an original ink signature by the person authorized to sign the offer.
3. Erasures, interlinear markings or other modification in the proposal shall be initialed in original ink by the authorized person signing the offer.
4. No proposal or data sheets shall be altered, amended, or withdrawn after the specified due time and date.
5. In addition to the Proposal Data Sheet all proposals must include the following information:
 - a. Address each requirement of the Required Services, see section II. Provide evidence that demonstrates the offeror's ability to provide the required services.
 - b. Attach proof of insurance - professional liability.
 - c. Cost of Services: See Cost of Services under Proposal Data Sheets. Complete the form and if necessary, provide in writing the differences in fee structures that would be included in your cost of service conditions.
6. It is the responsibility of all Offerors to examine the entire Request for Proposal package and seek clarification of any item or requirement that may not be clear and check all responses for accuracy before submitting a bid. Negligence in preparing a Proposal confers no rights of withdrawal after due time date.

B. Inquiries:

Any question(s) related to this solicitation must be directed to the Town of Cave Creek Town Engineer. Questions should be submitted in writing. Any

correspondence related to a solicitation should refer to the Request for Proposal page and paragraph number.

C. Late Offers:

Late offers will not be considered. An Offeror submitting a late proposal shall be so notified.

D. Withdrawal of Offer:

At any time prior to the specified proposal due time and date an Offeror (or designated representative) may withdraw their proposal.

E. Amendment of Proposal:

Receipt of solicitation amendment must be acknowledged by signing and returning the document(s) prior to the specified proposal due time and date.

I. REQUIRED SERVICES

Item 1 – Pre Project-Meeting –

In this meeting the approved firm will meet with Town staff to present an overview of the project schedule as well as expectations of the Town and how to fulfill all items within the project plan.

Item 2 – Roadway Right of Way Identification –

Identify Rights of Ways and public access easements for approximately 80 centerline miles of paved roadways within the Town. Any right of ways identified for unpaved roads would also be identified and mapped

Item 3 – Patent Reservations –

Identify General Land Office Patent Reservations by location, width, and number. Locate on map(s) geographically.

Item 4 – Other Access and Public Easements within Town Limits

Identify other public easements available to the Town and its residents. This will include access / utility easements created by Lot Splits, sub-divisions, and public dedications, such as the Hudson easements.

Item 5 – Trail and Utility Easement Coordination

The Town Planning and Development Department and the Town's utility department have started the process of entering known trail and utility easements, respectively.

The selected consultant will be responsible for integrating the work product from these consultants with their database and graphical work product.

Item 6 — Coordination with Town Consultant/Town Staff

The Town of Cave Creek is planning to employ a private consultant to assist in managing the work product prepared by the consultant. This consultant will be under a separate individual contract with the Town. The selected consultant will be responsible for coordinating their work effort with the Town selected Project Manager and Town Staff. The selected consultant will propose a project schedule that will include progress meetings at regular intervals and/ or key decision points.

Item 7 — Project Deliverables

The final project deliverables will include the following:

- 3 sets of printed quarter section maps at a scale of 1"=100'
- 3 sets of reduced scale quarter section maps at a scale of 1"=200'
- PDF files of quarter section maps at scale of 1"=100'
- GIS Overlays including reference to base documents used to determine location of each individual right of way or easement.

II. AWARD OF CONTRACT

- A. The Town of Cave Creek will award a contract for services to the contractor which best meets the needs of the Town as demonstrated by the proposals as submitted. The contract award will be scheduled for the May 18, 2020 meeting of the Cave Creek Town Council

- B. Notwithstanding any other provision of this Request for Proposal, the Town expressly reserves the right to:
 - 1. Waive any defect or informality; or
 - 2. Reject any or all offers, or portions thereof; or
 - 3. Reissue a Request for Proposal; or
 - 4. Withhold the award for any reason; or
 - 5. Extend the deadline for the Proposal

- C. A response to a Request for Proposal is an offer to contract with the Town based upon the terms, conditions, and specifications contained in this Town of Cave Creek's Request for Proposal prepared by the Offeror. Proposals do not become contracts unless and until they are accepted by the Town. A contract is formed when the Town provides a signed copy of a contract to the successful Offeror. The successful contracts inception is the signing of the contract by the appropriate Town official. All terms and conditions and information contained in this Request for

Proposal will be incorporated for reference and made a part of the contract, unless modified by a solicitation amendment or a contract amendment signed by the authorized Town official.

III. TERMS AND CONDITIONS

- A. **Proposal Opening:** Proposals shall be opened publicly at the time and place designated on the cover page of this document. The name of each Offeror shall be read publicly and recorded. All other information contained in proposals shall be confidential to avoid disclosure of contents prejudicial to competing Offerors during the process of negotiation. Proposals will not be subject to public inspection until after contract award.
- B. **Offer Acceptance Period:** Proposals are an irrevocable offer for 90 days after the opening time and date. Pricing and payment terms: Pricing and payment terms must be submitted on an all-inclusive basis and shall include all taxes and other related cost factors associated with providing the services described in this document.
- C. **Cancellation Notice:** The Town reserves the right to cancel the whole or any part of the subsequent contract without cause. The Town will issue a written thirty (30) day notice of such cancellation. Any subsequent contract must include such a clause.
- D. **Evaluation:** In accordance with Town policy, an award shall be made to the responsible Offeror whose proposal is determined to be the most advantageous to the Town, taking into consideration the evaluation factors set forth in this Request for Proposal.

Evaluation criteria shall include:

1. Offeror's demonstrated experience, competence and qualifications to perform the required services as determined based on the written response to this RFP
2. Ability to perform the project within the Town's timeline and in a timely manner
3. Cost

IV. PROPOSAL DATA SHEETS

Firm Name: _____

Address of office that would serve this account:

Business Phone: _____

Type of organization (check the appropriate line as indicated and provide indicated information)

_____ A corporation organized and existing under the laws of the State of Arizona

_____ A partnership, if so, please list partners who will work on or have responsibility for this contact.

Partners responsible for this contract:

Name Area of Expertise

Name Area of Expertise

Name Area of Expertise

____ Check if an Individual (sole proprietor) responsible for this contract:

Name Area of Expertise

Number of years in business: _____

Managers assigned to oversee this contract:

Organization	Area of Experience Provided	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employees assigned to this contract:

Name	No. of Years Employed	Area of Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all current public sector clients in Arizona (add additional sheets, if required):

VI. OFFER

TO THE TOWN OF CAVE CREEK, ARIZONA

The undersigned hereby offers and agrees to provide the services at the price(s) set forth below in this Request for Proposal in compliance with all terms, conditions, specifications and amendments in the solicitation and any written exceptions in the offer.

Cost not to Exceed: \$ _____ Dollars and _____ Cents

\$ _____

Name: _____

Phone: _____

_____	_____
Company Name	Authorized Signature
_____	_____
Address	Printed Name
_____	_____
City, State, Zip	Title