

REQUEST FOR QUOTES (RFQ)
for
Hickory Grove Aerial Survey
19CRDLWBHDELZ-0005

The Department of Natural Resources (DNR) is seeking a Service Provider to conduct a topographic survey with high resolution orthographic images of Hickory Grove Lake. DNR anticipates that the term of any resulting contract will be June 15, 2019 through December 15, 2019. **Service Providers may not contact any employee of the State of Iowa about this Informal RFP other than the DNR Issuing Officer:**

Steve Salsberry
Iowa Department of Natural Resources
502 East 9th Street
Des Moines, IA 50319
E-mail: steve.salsberry@dnr.iowa.gov
Phone: 515-725-8459

If a Service Provider or someone acting on a Service Provider’s behalf attempts to discuss this RFQ orally or in writing with any members of the DNR, any employee of the State of Iowa, or anyone other than the named DNR Issuing Officer, then the Service Provider may be disqualified.

Submission of Quotes: Service Providers interested in providing the services described under the “Description of Work and Scope of Services” shall submit quotes to the **DNR Issuing Officer** no later than **11:00 AM CDT on June 7, 2019**. Any quote received after this deadline shall not be considered.

Only written quotes received via hand delivery, e-mail, fax or hard copy mail using the form labeled “Service Provider Cost Proposal – DNR RFQ #19CRDLWBHDELZ-0005” included in this RFQ will be accepted.

Service Providers may submit written questions regarding this RFQ and the procurement process to the DNR Issuing Officer at the above address through **11:00 AM CDT on May 31, 2019**. Written responses to any questions received will be provided no later than June 4, 2019 to all potential Service Providers via the State of Iowa Bid Opportunities / Hosted Bids website: <http://bidopportunities.iowa.gov/>.

Description of Work and Scope of Services:

Hickory Grove Lake is currently undergoing lake restoration. The DNR has a contractor on site to de-water the lake, remove deposited sediment, and place shoreline armoring and fish habitat. This contract, titled Hickory Grove Aerial Survey, is for two aerial topographic surveys of the lake and adjacent upland areas (see Appendix A for survey limits). The first survey, Phase 1, will occur immediately after the lake is dewatered. The purpose of this survey is to establish pre-construction elevations. Phase 2 will occur after the in-lake construction has been completed, for the purpose of establishing post-construction elevations and verify earthwork quantities. The DNR shall provide an adequate number of control points for the Contractor.

Statement of Work. Contractor shall perform the following Tasks by the Task Milestone Dates set out in the following table:

Deliverables	Task Milestone Date
Task 1: Topographic Survey with Orthographic Images – Phase 1 Description: The Contractor shall conduct an aerial topographic survey of the designated area, and submit the reduced survey data in LandXML format and a 3d design file compatible with Microstation Select Series 2 or Arcmap Version 10.5.1. Additionally, the Contractor shall submit the orthophotos created during the aerial survey. The Phase 1 survey will take place as soon as Hickory Grove Lake is dewatered, which is anticipated to be in June of 2019.	No later than July 15, 2019
Task 2: Topographic Survey with Orthographic Images – Phase 2 Description: The Contractor shall conduct an aerial topographic survey of the designated	No later than October 15, 2019

area, and submit the reduced survey data in LandXML format and a 3d design file compatible with Microstation Select Series 2 or Arcmap Version 10.5.1. Additionally, the Contractor shall submit the orthophotos created during the aerial survey. The Phase 2 survey will take place when the dredging contractor has completed their in-lake work, which is anticipated to be in September of 2019.	
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Minimum Qualifications/Equipment Specifications: The DNR will not evaluate minimum qualifications/equipment specifications but does expect documentation to be provided with the “Service Provider Cost Proposal – DNR RFQ # 19CRDLWBHDELZ-0005”. The following are minimum qualifications required for this project:

- All work shall be done by or under the supervision of a professional surveyor licensed per Iowa Code 542B.

Source of Funding: The source of funding for the Contract entered into from this RFQ is the Lake Restoration Project, CC#0017-543-39HA-30.

Acceptance of Contract Terms and Conditions: By submitting a response, each Service Provider acknowledges its acceptance of the terms and conditions of the contract template “DNR Standard Contract Conditions” and “General Conditions” found at <http://www.iowadnr.gov/About-DNR/RFP-Bid-Lettings>.

If a Service Provider takes exception to a contract provision, then the Service Provider must state the specific exception and the reason for the exception, and must attach to its “Service Provider Cost Proposal” the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Service Provider’s quote. With regard to the “DNR Standard Contract Conditions,” DNR and the successful Service Provider may agree to modifications to the terms of the “DNR Standard Contract Conditions” as necessary to negotiate the terms of a contract. A Service Provider’s failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Service Provider’s acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful Service Provider for any reason, even after delivery of notice of selection or intent to award a contract.

Additional information: The costs of preparation and delivery in response to this RFQ are solely the responsibility of the Service Provider.

DNR reserves the right to reject any or all submitted responses, in whole or in part, to advertise a new RFQ, to abandon the need for such RFQ, and to cancel this RFQ opportunity at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by the DNR.

By submitting a response, a Service Provider agrees that it will not bring any claim or have any cause of action against DNR or the State of Iowa based on any misunderstanding concerning the information provided within this RFQ or concerning the DNR or the State of Iowa’s failure, negligent or otherwise, to provide the Service Provider with pertinent information as intended by this RFQ.

If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then the DNR may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

The DNR shall have the sole option to amend the contract resulting from this RFQ for subsequent periods, adding up to no more than six years total from the beginning date of the original contract, by executing a signed amendment prior to the expiration of the original contract.

Evaluation Criteria: Quotes will be evaluated and the contract awarded to the responsible Service Provider submitting the lowest priced quote.

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The Service Provider quote shall include an all-inclusive, total cost in U.S. Dollars (including all travel, expenses, etc.) to provide the requested services. All pricing to be FOB Destination, freight cost included; and based on Net 60 Days Payment Terms. All fees expected for payment are to be included in this bid.

Quote for Tasks:

Task (should match task in section 4- SOW)	Unit Cost	Time Frame	Total Costs
Task 1: Topographic Survey with Orthographic Images – Phase 1	Quantity: <u> 1 </u> \$ _____ / <u> Lump Sum </u> (what is the unit - acre, hour, etc.)	No later than July 15, 2019	\$
Task 2: Topographic Survey with Orthographic Images – Phase 2	Quantity: <u> 1 </u> \$ _____ / <u> Lump Sum </u> (what is the unit - acre, hour, etc.)	No later than October 15, 2019	\$
Grand Total Quote			\$

Documentation is attached for DNR verification that the Service Provider meets the “minimum qualifications/ equipment specifications” listed in the RFQ.

Signature: _____

Date: _____

Printed Name and Title: _____

Name of Contractor Organization: _____

Address: _____

Phone: _____ E-mail: _____

Appendix A - Survey Limits

