

Compton Creek Mosquito Abatement District  
1224 S. Santa Fe Ave.  
Compton, CA 90221

August 9, 2022

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REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS  
FOR  
LAND SURVEY SERVICES – ANNEXATION GEOGRAPHIC DESCRIPTIONS AND MAPPING

The Compton Creek Mosquito Abatement District (“**District**”) is requesting submission of statement of qualifications and proposals (“**Response**”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) to prepare the required geographic descriptions and maps for 16 annexations of, and detachments from, district territory, as required by the Local Agency Formation Commission for the County of Los Angeles (“**LAFCO**”) (“**Project**”). The 11 areas (9c, 9g, 9h, 9i, 9j, 9m, 9n, 9o, 9p, 9q, and 9r) are set forth in Attachment 1, and LAFCO’s geographic description and map requirements are set forth in Attachment 2. Also, the Firm must provide a list of all Assessor’s Parcel Numbers within each annexation area.

The District is authorized by Government Code section 4526 to contract with and employ any persons for the furnishing of architecture, landscape architecture, engineering, environmental services, land surveying, and construction management through a fair, competitive selection process, which the District is utilizing. The District is also authorized by Government Code section 53060 to contract with any persons, without any specific procurement process for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required.

This request is not a formal request for bids or an offer by the District to contract with any Firm responding to this Request for Statement of Qualifications (“**RFQ/P**”). The District intends to choose one or more Firms that respond to this RFQ to include in its pool of qualified Firms, based on qualifications and demonstrated competence in providing the services indicated herein. Inclusion in this pool and award of a contract will be subject to the District Board’s approval. **All Firms that are currently or in the past have been in the District’s land surveying independent consultant pool must still respond to this RFQ/P.**

Firms that intend to submit a Response must be appropriately certified, licensed, and insured.

**Questions.** Questions regarding this RFQ must be submitted in writing and directed only to [info@comptoncreekmad.org](mailto:info@comptoncreekmad.org). All questions must be submitted by **5:00 PM on August 29, 2022**. The District may respond to questions presented via addenda to this RFQ. **Firms are NOT to contact any other District personnel directly with inquiries regarding this RFQ.**

**Responses.** Interested Firms are invited to submit a Response to the District via email in .pdf format to [info@comptoncreekmad.org](mailto:info@comptoncreekmad.org), in accordance with this RFQ no later than **5:00 PM on August 29, 2022**.

Thank you for your interest in working with the Compton Creek Mosquito Abatement District.

1. **General Information.**

- 1.1. **General.** The District invites qualified Firms to submit a Response related to its ability to provide the services, as more fully indicated in the “Services” section herein. Firms must have extensive survey and mapping experience.
- 1.2. **Services.** The selected Firm(s) must be prepared to perform some or all of the Services described in the form **Independent Consultant/Professional Services (“Agreement”)**, attached hereto as **Attachment 3 (“Services”)**.
- 1.3. **Prevailing Wage (As Applicable to Some Scopes of Work for Some Services).** This is a public project. The Firm is solely responsible for determining whether any part of the Services must be paid prevailing wages and to pay such prevailing wages.

2. **Firms’ Responses.** Each Firm’s Response must be consecutively numbered on each page and must include the following information, using the following outline structure, except as may be otherwise directed. Firms’ Responses shall be **no longer than fifty (50) pages**, inclusive of résumés, forms, and pictures, and tabbed according to the numbering system reflected below.

- 2.1. **Content of Response.** Firm’s Response must be concise, well organized, and demonstrate Firm’s qualifications, and shall be formatted as outlined below.
  - 2.1.1. **Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Firm(s), address, telephone, email addresses, and the name, title, and signature of the person(s) authorized to submit the Response on behalf of the Firm. The Letter of Interest should provide a brief statement of what will make the Firm a good fit for work in the District.
  - 2.1.2. **Table of Contents.** A table of contents of the material contained in the Response should follow the Letter of Interest.
  - 2.1.3. **Statement of Services.** Provide a comprehensive narrative of the surveying and mapping services offered by Firm. Prepare a detailed Statement of Services for which the Firm is submitting its Response, and briefly demonstrates Firm’s understanding of the Services.
  - 2.1.4. **Proposed Personnel/Firm Team.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline their individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate Firm’s and personnel’s availability to provide the Services. If the Firm would utilize resources from more than one office, indicate office locations and how work would be coordinated. Provide information on subconsultant team members and information on recent and successful associations with designated subconsultants.
  - 2.1.5. **Firm Information.** Please include the following:
    - 2.1.5.1. Provide a brief history of Firm, and, if a joint venture, of each participating entity. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.
    - 2.1.5.2. Describe Firm’s philosophy and how Firm intends to work with the District’s program managers, architects, District administration officials (including assistant superintendents), facilities directors, teachers and site principals.

- 2.1.5.3. Provide a statement of Firm’s financial resources and provide a statement demonstrating that Firm can meet the insurance requirements as set forth in the Agreement.
  - 2.1.5.4. Provide a statement of **ALL** claim(s) filed against Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s). For the claim(s) identified herein, identify which claims proceeded to mediation, settlement meetings or similar dispute resolution proceedings, and describe the outcome of the mediation or other proceeding.
  - 2.1.5.5. Include letters of reference or testimonials, if available. Firm should limit letters of references or testimonials to no more than ten (10).
  - 2.1.5.6. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Firm’s qualifications and expertise.
- 2.1.6. **Prior Relevant Experience.**
- 2.1.6.1. Describe your surveying and mapping experience, especially any work done for submission to LAFCO.
  - 2.1.6.2. Describe Firm’s approach to quality control/assurance procedures.
  - 2.1.6.3. Discuss the Firm’s ability to meet strict schedules and deadlines, Firm’s schedule management procedures, and how the Firm has successfully handled potential delays.
  - 2.1.6.4. **Past Projects.** Identify surveying and mapping projects performed by Firm in the past five (5) years. Limit your response to no more than the ten (10) **MOST RECENT** projects. Identify how your Firm handled challenges providing the services indicated herein and the documentation your Firm prepared for projects. Please include the name of the district, contact person, contact information, a description of services provided and dollar value of each project.
- 2.1.7. **Additional Data.** Provide additional information about the Firm as it may relate to Firm’s Response.
- 2.1.8. **Conflicts of Interest.** If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work for District construction or bond projects or any other work with the District that may have a potential to conflict with Firm’s ability to provide the Services described herein. **Except for the Services specifically contracted for under its Agreement(s) with the District (if any), a Firm cannot submit, propose, bid, contract, subcontract, consult, or have any other economic interests in the project to which the Firm may provide those Services.**
- 2.2. **Agreement Form (Attachment 3).** If a Firm has any comments or objections to the Agreement, it must provide those comments or objections in its Response. The Agreement (which includes insurance and indemnification provisions) specify the Services generally, but the District reserves the right to adjust the Agreement. **PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement if they are not submitted at or before the time the Firm’s Response is due.**

3. **Firm Proposal.** Please provide the District with your cost proposal to complete the Services, including a detailed cost proposal for the Services, as defined in the Form of Consultant Agreement; include a description of each task to be performed, labor rates, and anticipated hours required for the performance of each task. Provide an applicable fee schedule of labor rates, other direct costs, and any mark-up on subconsultant and subcontractor prices, general conditions, and all other categories of costs, expenses, fees, or charges that you anticipate will be a part of the detailed cost proposal to complete the Services.
4. **District's Evaluation/Selection Process.** The District intends to select one (1) Firm to complete the Services.
  - 4.1. **Selection of Finalists.** Based on its evaluation of Responses, District staff will select finalists for further evaluation ("**Finalists**"). The criteria for selecting Finalist(s) may include, without limitation:
    - 4.1.1. Experience and performance history of the Firm with similar projects.
    - 4.1.2. Experience and performance history of the Firm with the District.
    - 4.1.3. Experience and results of proposed personnel.
    - 4.1.4. References from clients contacted by the District.
    - 4.1.5. Technical capabilities and track record of the Firm.
    - 4.1.6. Overall responsiveness of the Response.
    - 4.1.7. Firm's pricing information.
  - 4.2. **Interviews.** From the Firms who provide a Response to the District, the District may, at its discretion, interview some or all of those Firms. Interviews may occur before or after selection of Finalists.
  - 4.3. **District Investigations.** The District may perform investigations of proposing parties that extend beyond contacting the districts identified in a Firm's Response.
  - 4.4. **Final Determination and Award.** The District reserves the right to contract with any entity responding to this RFQ, to reject any Response as non-responsive, and to not contract with any Firm for the Services described herein. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek Responses from or to contract with any Firm not participating in this process. District staff intends to make recommendations to the Board of Education regarding the Finalists and ask the Board to select Firms to be in the District's pool of qualified Firms.
5. **Terms and Conditions.**
  - 5.1. The District is not responsible for late delivery of a Response or the cost of preparing any Response. It is the responsibility of the responding Firm to ensure that the Response is submitted on time to the District. Responses that are received after the deadline may not be considered.
  - 5.2. The selected Firm(s) and each of its (their) subconsultants and/or co-venture partners, shall comply with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment and Housing Act beginning with Government code section 12900, Labor Code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (ADA). Firms shall be responsible for establishing and implementing an ADA program within the Firm's workplace. Firms shall not discriminate against any prospective or active employee based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The selected respondent shall cause the above provisions to be inserted in all subcontracts for any work covered by this RFQ, so that such provisions will be binding upon each subconsultant.

- 5.3. **Public Records.** Responses will become the property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq. Those elements in each Response that are trade secrets, as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as “TRADE SECRET,” “CONFIDENTIAL,” or “PROPRIETARY” may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked “CONFIDENTIAL,” “PROPRIETARY,” or “TRADE SECRET,” the Firm agrees, by submission of its Response for the District’s consideration, to defend and indemnify the District from all costs and expenses, including attorneys’ fees, in any action or liability arising under the Public Records Act.

**Attachment 1**

**Annexation Areas**

**Attachment 2**

**LAFCO Geographic Description & Mapping Requirements**

**Attachment 3**

**Independent Consultant/Professional Services**