



WENATCHEE VALLEY FIRE DEPARTMENT

731 N. Wenatchee Avenue, Wenatchee, WA 98801
509-662-4734 - WenatcheeValleyFire.org

Issue Date: March 20, 2025

Due Date: April 3, 2025, 4:00 PST

Contact: Terri Woods, Executive Assistant, twoods@wvfire.org

REQUEST FOR QUALIFICATIONS ON-CALL SURVEYING SERVICES

Wenatchee Valley Fire Department is requesting Statements of Qualifications (SOQ) from qualified surveying firms interested in providing on-call land surveying services.

BRIEF SCOPE OF WORK

The Fire Department has an ongoing need for professional land surveying services to support a wide range of initiatives & projects. No specific projects are listed in this RFQ. Individual scopes of work will be developed as defined by Wenatchee Valley Fire Department based on projects, priorities, and budget. The selected consultant will serve as a partner, working collaboratively with Wenatchee Valley Fire Department to provide professional surveying services. The scope of services performed under the on-call surveying services include but are not limited to:

- Conduct field surveys of boundary lines, topography, and existing structures or facilities.
- Identify property lines, boundaries, easements, and rights-of-way.
- Develop legal descriptions, records of surveys, and interpret deeds.
- Research title documents and land ownership records.
- Other survey-related tasks as necessary.

Project Timetable

Release RFQ to Consultants:	March 20, 2025
Consultant Meetings before:	April 1, 2025
Proposal Responses Due	April 3, 2025, by 4:00 p.m. PST
Contract Award Date	April 10, 2025

TERM

Wenatchee Valley Fire Department intends to enter into an initial agreement through the end of 2025 with an optional one-year renewal term. The Fire Department reserves the right to cancel this contract at any time, upon (30) days written notice to the Consultant.

SELECTION PROCESS

The selected Firm's SOQ will be evaluated and ranked based on the following criteria: experience, performance, and expressed interest in the project.

SUBMITTAL OF BID

- Submit PDF proposals electronically to Terri Woods, Executive Assistant, twoods@wvfire.org no later than 4:00 pm PST on April 3rd, 2025. Upon receipt of each proposal Wenatchee Valley Fire Department will provide an acknowledgment of receipt.

- Direct all submittal questions to Terri Woods, Executive Assistant, twoods@wvfire.org no later than April 3rd, 2025
- It is the responsibility of the submitter to learn of addendums, responses, or notices issued by Wenatchee Valley Fire Department relative to this RFQ. It will be posted on the Department's website at <https://www.wenatcheevalleyfire.org> .

GENERAL TERMS AND CONDITIONS

Consultants must comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

All responses to this request will be screened for eligibility. As time permits, a selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, Wenatchee Valley Fire Department reserves the right to request additional information and to interview firms to discuss their qualifications. This solicitation does not obligate Wenatchee Valley Fire Department to award a contract to any respondent. The final selection is the sole decision of Wenatchee Valley Fire Department, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, Wenatchee Valley Fire Department reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals. It is anticipated that a firm will be selected from this process and a contract will be negotiated.

All costs for developing submittals in response to this RFQ are the obligation of the consultant and are not chargeable to Wenatchee Valley Fire Department. All submittals will become property of the Wenatchee Valley Fire Department and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Project Contact listed on this RFQ. Submittals cannot be withdrawn after the published close date.

In accordance with the requirements of the Americans with Disabilities Act (ADA), Wenatchee Valley Fire Department will not discriminate directly, through contract or other arrangement against qualified individuals with disabilities, on the basis of disability, in the services, benefits, activities, or physical facilities provided to the public. Contractors shall comply with the requirements of the ADA and its regulations.

Wenatchee Valley Fire Department is an equal opportunity and affirmative action employer. Small, minority, veteran, and women-owned businesses are encouraged to submit.