



August 21, 2017

**SUBJECT: REQUEST FOR QUALIFICATIONS (RFQ) FOR ON-CALL MAP CHECKING SERVICES**

To Whom It May Concern:

The City of Winters is currently soliciting Statements of Qualifications from qualified and licensed Land Surveyors located in Northern California for on-call map checking services. The City desires to enter into a two (2) year, on-call contract with two (2) firms or individuals for map checking services for private development projects located within the City of Winters. The term may be extended for another two (2) years if mutually agreeable.

Upon request of the City Engineer, the selected firms will examine Final Maps and Parcel Maps for projects located within the City of Winters to determine conformance with the requirements of the Subdivision Map Act and any applicable local ordinance(s) prior to filing with the County Recorder.

Please provide the following information in your submittal:

- Statement of Qualifications of Firm/Individual related to public agency and map-checking services.
- List of pertinent experience with map-checking for public agency projects.
- Statement that City's Consultant Services Agreement insurance requirements can be met.
- Rate Schedule for anticipated services.
- Contact person with name, address, phone, and email.

Please submit this information to me via email at [nellie.sperka@ponticelloinc.com](mailto:nellie.sperka@ponticelloinc.com), no later than **5:00 p.m. on Monday, September 11, 2017**. You may submit questions concerning this RFQ to the same email address.

Qualification Submittals will be evaluated by a Selection Committee comprised of City staff. Once two firms or individuals are selected and contracts are awarded, the City will issue Work Orders for project-specific tasks. The work will be shared by both awardees.

A copy of the City's Consultant Services Agreement is available upon request for your review.

Sincerely,

Nellie Sperka, AICP  
Project Coordinator - Ponticello Enterprises