

OUTAGAMIE COUNTY

REQUEST FOR PROPOSAL

FOR

MEANDER RIVER CORNER RE-MONUMENTATION SERVICES

FOR

DEVELOPMENT AND LAND SERVICES DEPARTMENT

DUE BY: February 12, 2019

1.0 Introduction and Background

Outagamie County Development and Land Services Department is seeking proposals for contracted services of a Professional Land Surveyor licensed in the State of Wisconsin to reestablish monuments of existing meander river corners in Outagamie County. A total of 24 corners have been selected for this RFP.

2.0 Scope of Service

The surveyor will be responsible for the following –

- Researching the existing river corners
- Establish points by setting Berntsen Monuments and witness monuments using ¾" rebar
- Find, establish and document a County coordinate for each identified meander river corner using the Wisconsin Coordinate Reference System (WISCRS), Outagamie County using the horizontal adjustments of NAD83 (1991)

Upon completion, the surveyor will prepare a plan showing the location and coordinate for each point set and found in the field.

Reference the following for the Meander River Corners that are planned for re-monumentation

- Attachment A – Listing of Meander River Corners
- Attachment B – Corner Section Summaries (Map)

It will be the proposer's responsibility to inspect and establish the meandered river corners referenced above prior to submitting a proposal to determine the work necessary to complete all requirements.

3.0 Pricing

Pricing will be lump sum to complete all work for this project. The awarded vendor may bill monthly for the project and the County will pay within Net 30 Days.

4.0 Timeframe

The notice of award is anticipated to be by March 1, 2019. All work must be completed no later than March 20th, 2020.

5.0 Specifications

The following criteria must be followed –

1. The County will furnish all corner monuments such as Berntsen monuments, rebar for witness ties, witness sign posts and identification signs.
2. The contractor shall furnish all services, labor, transportation, lodging, per diem and other related expenses necessary to conduct and complete the work, and shall furnish all materials, equipment; vehicles and incidentals other than those which are provided by the County.
3. All monuments must be in the Wisconsin Coordinate Reference System (WISCRS), Outagamie County using the horizontal adjustment of NAD83 (1991)
4. All work must be adjusted to the nearest High Accuracy Reference Network (HARN) monuments using the published coordinates provided by Outagamie County. A minimum of

two HARN monuments must be used, one as closest possible to each meander river corner project.

5. Section corner, quarter corner, and center section corner monuments used will need to hold published coordinates supplied by Outagamie County within two tenths (.2) of a foot for mapping purposes. If monument coordinates are more than two tenths (.2) of a foot the contractor will need to contact the Outagamie County Surveyors Office.
6. Existing corners must be located and a coordinate must be set for each point. If adjustments are necessary, the surveyor must re-set the existing corner if it is found to be unreliable and remove the existing marker and produce a new tie sheet
7. The plan submitted shall be on 11" x 17" sheets and in digital format that is compatible with AutoCAD 2016 or later, and contains the following information:
 - a. Title.
 - b. Legend.
 - c. North arrow.
 - d. Meander river corner points set or found with corresponding (WISCRS) coordinates. (Notes are required for existing points that are found and the type of monument that is present).
 - e. Point numbers for each meander river corner.
 - f. Section corners with coordinates and section, township, and range at each section corner.
 - g. Plans must be drawn to scale.
 - h. Title blocks indicating the company responsible for the plan, date of plan, and sheet number.

6.0 Insurance & Indemnification

Reference and complete Attachment C for requirements of the contracted firm. You do not need to submit your Certificate of Insurance with your proposal that will only be required by the awarded firm.

7.0 Proposal Submittal

Provide one original proposal and one copy. Include the following in your proposal, in the order referenced below –

1. Completed Proposal Form
2. Completed Attachment C
3. Letter of Transmittal. This letter shall be limited to a maximum of two pages and shall briefly state the proposers understanding of the services to be provided and their commitment to perform the services as defined in this RFP.
4. Firm Description. A description of the firm submitting the RFP. Include the following; size, legal status (corporation, partnership, etc), professional registration, major type of activity or areas of consulting.
5. References. Include a minimum of three and a maximum of five similar sized projects completed in the past five years. Include the agency name and address the service was performed for, project description, contact name, contact phone number and email.
6. Staff Experience. For each individual proposed for involvement in the project, submit their name, title and/or duties for the project, professional registration, a brief description of the related past experience including time contribution in this capacity to

past projects and qualifications. Something similar to a one-page resume for each individual.

7. Proposed schedule and completion date.
8. Sub-Consultants/Associates. Indicate the names and addresses of any sub-consultant or associate proposed to be used to complete the projects. State the capacity they would be used in and the approximate percentage of total services they would provide and past experience in their field.

8.0 **Contact Information**

Contact the following –

Technical Specifications

Dave Yurk

Outagamie County Surveyor

(920) 830-6135

David.Yurk@outagamie.org

Purchasing Policy & Procedure

Nicole Schoultz

Purchasing Coordinator

(920) 832-6083

Nicole.schoultz@outagamie.org

9.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request clarification from the County's contact person(s). A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the Proposer to provide its professional (experience and expertise with regard to industry standards for the project being requested). If the Proposer believes specifications are not within industry standards, they must bring its objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted online at www.outagamie.org then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

10.0 **County Reservation**

Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any proposal.
- g. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.
- h. Outagamie County reserves the right to adjust the represented quantities.

11.0 **Closing Date**

Proposal will be received until 2:00 p.m. CT February 12, 2019.

12.0 **Proposal Submittal**

Include all information in Section 7.0 and send/deliver the proposals to –
Outagamie County Purchasing
Attn: Nicole Schoultz
320 S Walnut St (4th Floor Finance Dept)
Appleton, WI 54911

Neither fax nor email proposals will be acceptable.

13.0 **Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

14.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

15.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

16.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org than **Status of Bids/Proposals**.

OUTAGAMIE COUNTY PROPOSAL FORM
River Corner Re-Monumentation

Proposals Due: February 12, 2019

Send/Deliver Proposals To: Outagamie County Purchasing
Attn: Nicole Schoultz
320 S Walnut St
Appleton, WI 54911

Lump Sum Project Cost \$ _____

Include all information as requested in Section 7.0

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____