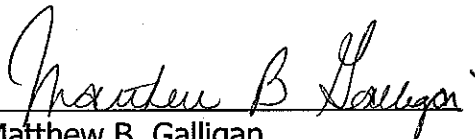


REQUEST FOR PROPOSAL

The Town of South Windsor is seeking a proposal, including statements of qualifications, from qualified consulting firms to provide "on-call" surveying services. The successful firm will provide comprehensive land surveying services on an as needed basis. The Town will select firms using a Qualification Based Selection process. All interested firms must obtain a project summary available at the South Windsor Engineering Department. Proposals must be submitted to the Office of the Town Engineer, South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut by February 24, 2010 at 4:00 p.m.


Matthew B. Galligan
Town Manager

ON-CALL LAND SURVEYING SERVICES REQUEST FOR PROPOSAL

OBJECTIVE

The Town of South Windsor is seeking to engage the services of a consulting firm to provide "on-call" land surveying services. It is the Town's intent to enter into a contract with a qualified firm to provide services on an as needed basis, when a survey requires the certification of a licensed surveyor, or when Town staff cannot complete required survey work due to time constraints. All work performed under this contract shall be under the direction of a land surveyor licensed in the State of Connecticut.

MANAGING AUTHORITY

The Managing Authority for all survey projects will be the Division of Engineering. The Consultant will report to the Town Engineer or authorized designee. The Town will have sole discretion as to which projects, if any, will be assigned to the Consultant and reserves the right to advertise by competitive request for proposal, any project it deems appropriate. The selected Consultant will be afforded an opportunity to submit proposals on any advertised RFP.

SCOPE OF SERVICES

The selected Consultant will provide comprehensive land surveying services for the preparation of property/boundary surveys, location/topographic surveys, wetlands location, property/easement maps, topographic base maps, property line stake-out, monumentation, construction stake-out, as-built surveys and other related services.

A. Surveys

1. All surveys shall be performed in accordance with sections 20-300b-1 through 20-300b-20 of the Regulations of Connecticut State Agencies – “Minimum Standards For Surveys And Maps In The State Of Connecticut” as endorsed by The Connecticut Association of Land Surveyors, Inc.
2. All surveys shall conform to horizontal accuracy class A-2 and topographic accuracy class T-2.
3. Horizontal project control shall be established by conventional or GPS (Global Positioning System) methods. All horizontal coordinates shall be on the Connecticut State Coordinate System based on the North American Datum of 1983 (NAD 83). In the event NAD 83 datum is unavailable, the Consultant shall notify the Town for alternate control datum to be used.
4. In instances where there is a significant lack of existing primary control available locally to a project, or when it is deemed as not cost effective to run control into a project area by conventional survey methods, the use of GPS survey equipment may be utilized. If GPS is used, coordinate positions shall be based upon Connecticut Coordinate Grid (NAD 83/87) and elevations (orthometric heights) based upon NAVD 88, or as required.

5. Elevations shall be based on North American Vertical Datum of 1988 (NAVD 88). In the event NAVD 88 is unavailable, the Consultant shall notify the Town for alternate control datum to be used. Vertical control shall be established by differential or trigonometric leveling.
6. The Consultant shall establish, if required, bench marks near the property or construction site surveyed, to be used for leveling operations and to establish elevations. These semi-permanent bench marks shall be easily identified and shall be definite points upon well marked, substantial objects that can be readily found at a later date. Bench marks deemed as unacceptable include hydrants, objects driven into utility poles, catch basins, and manholes or other structures that have a potential to be adjusted or moved at some time in the future. Spikes or nails in trees may only be used if approved by Town Staff.
7. A reasonable amount of survey control points shall be set for each assigned project to provide sufficient horizontal and vertical survey information that can be used to reconstruct a survey, complete a design, or provide layout for construction. The control points should be located in areas that are anticipated to not be disturbed by construction activity. All control points should be tied to three semi-permanent Reference Marks such as easily identified trees, buildings or other features, so that they may readily be found at any future time. The Consultant shall review potential locations for all control points with Town staff prior to setting of those control points.

8. It is recommended that all survey information be collected electronically. The Consultant shall utilize such data collection equipment system(s) which will enable the Town to be provided with a hard copy and ASCII formatted disc of the control survey if requested. Field books shall be used in areas where it is not possible to incorporate information into the data collector, such as control and network sketches, swing ties, level runs, etc.
9. Field books and/or electronic field books shall be kept by the Consultant for each project worked on. Copies shall be supplied to the Town upon request.
10. All survey work shall be certified by a Surveyor licensed by the State of Connecticut.
11. The setting of boundary monuments and pins shall conform to Article III – “Minimum Standards For Surveys And Maps In The State Of Connecticut” as endorsed by the Connecticut Association of Land Surveyors, Inc. The Consultant shall supply the monuments and pins, which shall conform to the Town of South Windsor Public Improvement Specifications Standard Details (See Attachment).

B. Mapping

1. All mapping shall be prepared in accordance with sections 20-300b-1 through 20-300b-20 of the Regulations of Connecticut State Agencies – “Minimum Standards For Surveys And Maps In The State Of Connecticut” as endorsed by the Connecticut Association of Land Surveyors, Inc.

2. All preliminary maps/plans must be submitted to the Town of South Windsor for review and comment. After final approval by Town staff of all revisions to the preliminary submissions, final map(s)/plans shall be prepared and submitted to the Town. The final mylar(s) must meet the State of Connecticut filing requirements.
3. All survey location map files shall be provided in AutoCAD – Autodesk Land Desktop 2008 format or earlier version. Files of the completed project shall be submitted on CDROMS or DVD's (for large scale projects). The Town of South Windsor will be consulted for specific CAD format requirements for each project prior to start of work.
4. All boundary monuments or markers set or found shall be depicted and adequately described on the prepared map(s). When reference markers have been used, their position with respect to the boundary shall be indicated. Coordinates shall be provided for each monument set or found.
5. All horizontal and vertical control points shall be indexed with tie boxes that describe the control point, ties, and bench marks. The coordinate values of horizontal control points are to be shown to the nearest thousand (0.001 ft). Adjusted bench mark elevations are to be shown to the nearest hundred (0.01 ft).
6. All mapping shall be stamped and signed by a Surveyor licensed by the State of Connecticut.

C. Project Management

1. Status Report – The Consultant shall report to the Town of South Windsor Engineering Department at the completion of critical steps during a projects schedule. A Project Management Report shall be submitted which outlines the activities completed, and any variance from the original project plan.
2. Project Coordination – The Consultant shall coordinate his activities with Town Staff and if needed, contractors, utility companies and others to insure conformance to the project schedule. The Consultant should be prepared to meet with Town staff to discuss scheduling and requirements for each project if necessary.
3. Record Keeping – The Consultant shall submit copies of all project correspondence to the Engineering Department. Upon the completion of a project, the Consultant will provide the Town with all field notes, measurements, and other copies of material, including record maps/plans and pertinent data regarding the project.

PROPOSALS

A. Submissions and Deadlines

All proposals are due in the office of the Town Engineer, South Windsor Town Hall, 1540 Sullivan Avenue, South Windsor by 4:00 PM on February 24, 2010. Three copies of the proposal are to be submitted. Questions regarding this RFP may be directed to Joseph Perna, Project Engineer at (860) 644-2511, ext. 240 or Jeffrey Doolittle, Town Engineer at ext. 245.

B. Organization and Content

The proposal shall include:

1. General information about the firm and any proposed sub-consultants.
2. Experience of firm with similar projects. Include names and phone numbers of references for at least three similar municipal projects.
3. Project understanding: A discussion in whatever detail is necessary to demonstrate an understanding of the services required. Include a sample scope of services for a similar project.
4. Staff Plan: An identification of staff who will be assigned to the projects, their backgrounds and experience and their areas and levels of responsibility; include the resumes of all proposed project personnel.
5. Sub-consultants: All sub-consultants proposed to be engaged by the Land Surveyor for services during the term of the contract must be listed.
6. Management Plan: Describe the project management system and how it will function to ensure the timely delivery of quality services.

7. Services Expected of the Town: Define the nature and scope of all services to be provided by the Town.
8. Costs: Include a listing of the hourly rates which will be used for the "on-call" services. See Attachment "A". All other necessary costs to the Town, in addition to the costs identified in the attachment must be clearly delineated in this proposal.

C. Conditions

The Consultant must be willing to adhere to the following conditions with the Town, and must provide a statement to that affect in the proposal:

1. The Consultant must have, or must open an office in the vicinity of the South Windsor area. The actual or proposed location of the office must lie within a 25 mile radius of the Town.
2. Have personnel reserve sufficient to assure task continuity, and agree that all personnel proposed are committed for the full duration of the contract. If a change is required, the Town shall be notified and will judge whether the substitution will impair the success of the project.
3. Agree that all sub-consultants hired by the Consultant must be included in the credentials submitted with the proposal and must be approved by the Town prior to working on any project.
4. Agree that all work produced under this agreement is to become the property of the Town of South Windsor and to turn over to the Town all original documents upon completion or request.

5. Agree to accept management direction from the Town and specifically, the Managing Authority being the Department of Public Works, Division of Engineering.
6. Agree to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut, and Town of South Windsor.
7. Agree that the Town reserves the right to terminate the contract at any time with the assurance that the Consultant shall be entitled to reimbursement for any services rendered prior to receipt of Notice of Termination.

Criteria For Selection

The Town will select firms using a Qualification Based Selection process. A semifinal selection of Consultants will be invited to an interview with, and to make a detailed presentation to a Selection Committee. Each Consultant will be notified of the location and the time of interview at a later date. The Town intends to award a contract to the most responsible Consultant whose proposal is determined to be in the best interest of the Town. The Town reserves the right to reject or modify any proposal or parts thereof for any reason, to negotiate changes to the proposal terms and to waive minor inconsistencies within this RFP.

All proposals will be evaluated in accordance with the following criteria:

- A. Consultant's understanding of the services required and ability to handle a wide variety of projects.
- B. Consultant's proposed method of assuring the achievement of the acceptable performance of work.

- C. Availability and competence of personnel proposed for the project.
- D. The nature of the Consultant's project management approach.
- E. The background and experience of the firm in providing similar services elsewhere.
- F. Competitiveness of the proposed fees and costs.

Insurance

The successful Consultant shall be required to furnish evidence of the following insurance coverage within ten (10) days from the notification of the contract being awarded. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to the policy expirations.

- A. General Liability Insurance with the following minimum limits:
 - \$1,000,000 for General Aggregate;
 - \$1,000,000 for Product-Comp/op Agg.;
 - \$1,000,000 for Personal and Adv. Injury; and
 - \$1,000,000 for Each Occurrence
- B. Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.
- C. Workers Compensation Insurance in the amount as required in the State of Connecticut, and Employer's Liability Insurance with a minimum limit of \$1,000,000 for each accident.

- D. Professional Liability Errors and Omissions Insurance with a minimum limit of \$50,000.
- E. Certificate of Insurance, with the Town of South Windsor named as an Additional Insured on the insurance coverage, for claims arising out of the Consultant's performance of the contract.

Duration of Contract

The agreement for "on-call" services shall be for a period of not more than two (2) years after the signing of the contract. The contract may be extended for an additional two (2) year period by mutual consent of the contractor and the Town.

ATTACHMENT A

SUPPLEMENTAL FEE SCHEDULE FOR SURVEY SERVICES

POSITION

HOURLY RATE

PRINCIPAL/ L.S.

PROJECT MANAGER/ SURVEYOR, L.S.

SURVEY CREW CHIEF

SURVEY INSTRUMENT PERSON / TECHNICIAN

SURVEY PARTY – 2 MAN CREW

SURVEY PARTY – 3 MAN CREW

DRAFTSPERSON / CAD OPERATOR

CLERICAL

TASK

UNIT COST (EA.)

SET MONUMENTS

SET IRON PINS/ BOUNDARY MARKERS