

Adams County
Request for Proposal
PLSS Corner Coordinates/Maintenance
Due By: **September 2, 2016 at 4:00 PM**

1) Introduction and Background

Adams County, Wisconsin is seeking proposals for contracted services of a Professional Land Surveyor licensed in the State of Wisconsin to establish survey grade coordinates and/or maintain PLSS section and quarter section corners as part of the county wide maintenance program and in accordance to the Wisconsin Land Information Program – Statewide Parcel Initiative project. An estimated 134 corners (see Attachment A) have been selected for this RFP with the prospect of an estimated additional 21 corners in Phase 2, 352 corners in Phase 3 and 1585 corners in phase 4 of the project. The only information available being the original government notes, existing tie sheets and previous County Surveyor notes. Adams County is seeking a per corner cost for the scope of services detailed in this request for proposal. All proposers are responsible for researching authoritative information that is necessary to respond to this request for proposal. Additional information on Phase 1 corners is available from the GIS Specialist contact information listed on Page 3.

2) Scope of Services

The contractor shall be required to perform the following duties:

- a) The contractor shall follow procedures for determining corner locations as laid out by the United States and the State of Wisconsin, and all other rules and regulations pertaining to the retracement of original government surveys.
- b) All fieldwork shall be based upon the assembly of all authoritative information from Adams County records such as title documents, private and public survey records, existing monumentation, testimonial evidence and occupation evidence that may be useful in determining the actual location of the PLSS corners.
- c) This contract for PLSS corner maintenance and perpetuation of section corner and quarter corner locations identified as part of the county wide maintenance program. Each corner listed in Attachment “A” shall have a monument and four ties. Existing corner monuments that are accepted may be left in place if the existing monument is durable and metal and are situated in a safe location in good condition. Stone monuments found and accepted must have a metal monument placed beside or over the top of the stone if practical. All witness ties must be set flush with the ground.. Existing ties may be accepted by the Adams County Surveyor after review.
- d) Witness sign posts shall be placed at all ties in rural areas. Witness sign posts are not required in urban areas. Witness sign posts should not be set in rural areas that have a dense residential population. Witness and ties placed by adjacent counties may be accepted upon review by the Adams County Surveyor.
- e) The County will furnish all materials for corner monuments as needed such as Bernsten steel survey nails, monuments, rebar for witness ties, witness sign posts and identification stickers.

- f) 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. The contractor shall be an independent contractor, not an employee or agent of the County.
- g) If machine excavation is required for corner evidence within any public roadway, the contractor shall contact the County Surveyor's office prior to any excavation for further instructions.
- h) The contractor is responsible to fill any hand excavations back with the same material that was removed. Cold mix, if needed, can be picked up at the County Highway Department located at 1342 County Road F Adams Wisconsin.
- i) The contractor shall be solely liable for any damage done to private land or property during the course of this project.
- j) The contractor shall provide GPS coordinates of each corner perpetuated or maintained in a digital table format and a hard copy in Wisconsin County Coordinates, Adams County Zone, Feet, NAD 83/2007. The 2007 adjustment is available in the superseded data on the NGS data sheets. All points will be numbered by the Wisconsin Corner Point Identification Number only. Random point numbers or any other unique number will not be accepted. The type of monument is also required in the note or code of the point.
- k) The contractor shall provide a new U.S. Public Land Survey Monument Record on 8.5" x 11" durable paper and shall follow the guidelines provided in A-E 7.08 (3) (a) (b) (c) (d) (e) (f) (g) (h) and (i) for every corner maintained or perpetuated this project. The corner record will show the coordinate of the PLSS corner location, the datum/adjustment of the coordinate, the county identification number (1-133) and the Wisconsin Corner Point Identification Number. The location of the witness sign posts is required to be on the map portion of the tie sheet.
- l) The contractor shall provide a section summary for all sections that show the relationship of each corner included in the RFP to the others. This will only be applicable if a section includes two or more corners that are adjacent to each other. Corners not included in this RFP do not need to be shown on the section summary. Section summaries are required to be in digital format (PDF) and also on durable (paper, 24 lbs minimum) 8.5" x 11" paper. See Attachment C for example
- m) The County Surveyor may modify or waive product specifications when in professional judgment, compliance therewith creates practical difficulty.
- n) The contractor shall complete the scope of services and supply the deliverables to the GIS Specialist/Asst. LIO office no later than 4:30 p.m. on September 2, 2016. All deliverables are to be submitted in packets that are sorted by Town and Range. Electronic deliverables will be delivered by a method to be determined by vendor and GIS Specialist.
- o) Locations of work to be completed are included in Attachment B.

3) Contacts

All requests for further information should be directed as follows:

Greg Rhinehart, Adams County Surveyor
 (608-339-3808) grhinehart@msa-ps.com

Jon Galloy, Adams County GIS
 Specialist/Assistant LIO

(608-339-4546) gis@co.adams.wi.us

4) Hold Harmless

The contractor will indemnify and save harmless Adams County and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or their agents, in prosecuting work under this agreement.

5) County Reservation

Adams County openly solicits the best possible value on all of our “Requests for Proposal”. Adams County reserves the right to accept or reject any or all proposals in whole or in part, and to negotiate the terms of a proposal with a proposer as deemed in the best interest of the County.

- a. This proposal request does not commit Adams County to make an award or to pay costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Adams County’s files without any obligation on Adams County’s part.
- c. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official or employees of Adams County for any purpose.
- d. Adams 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.
- e. Adams County reserves the right to request clarifications of any proposal.

6) Closing Date

The County of Adams, Wisconsin will receive sealed proposals up to 4:00 PM September 2nd, 2016. Proposals must be hand delivered or mailed to the Adams County GIS Office. Facsimile or E-mail of proposals are **not acceptable** means of delivery. Items that are requested to be in digital format shall be sent to Jon Galloy at gis@co.adams.wi.us in a pre- agreed upon method of delivery

Location of Office:

Adams County GIS Specialist/Asst.LIO
400 North Main St – Room A150
Friendship WI 53934

Mailing Address:

Adams County GIS Specialist/Asst. LIO
PO Box 470
Friendship WI 53934

7) **Contract Term** The project completion date is 4:30 p.m.
March 31, 2017.

8) **Incurring Costs** Adams County is not liable for any costs incurred by proposers in replying to this request for proposal.

9) Proposal Requirements

Proposals must have the following information to be considered. Incomplete or failure to respond to each area below may be the basis for rejecting the proposal.

a. Organizational Capabilities and Technical Requirements

Describe your experience and capabilities in providing similar services to those required in the Scope of Services. Be specific and identify projects, dates, and results.

b. Staff Qualifications

Resumes of the staff from your company/organization that would perform the services listed in the scope of services.

- c. References** Any references of past PLSS corner perpetuation and maintenance experience/projects.

10) Cost Proposal Portion

Please complete Proposed Cost section of Attachment C. Adams County is seeking a lump sum bid for the scope of services detailed in this request for proposal.

11) Proposal Selection and Awards Process

The proposals will be reviewed, evaluated, weighted, and scored by Adams County. If minimum acceptable requirements are not met, the proposal will be rejected. In the event that all contractors do not meet one or more of the mandatory requirements, Adams County reserves the right to continue the evaluation of the proposals and to select one that most closely meets the requirements of this RFP.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected contractor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

12) Vendor Indemnity and Insurance Requirements

Contractor agrees at all times during the term of this agreement to indemnify, save harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, losses, damages, costs or expenses which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage or other cause of action of whatsoever nature or kind arising out of or as a result of any negligent failure to act in connection with the provider occupying, furnishing services or goods required to be provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses caused by or resulting from the acts or omissions of the County, its Agencies, Boards, Officers, Employees or Representatives.

Contract Surveyor agrees to obtain statutory workers compensation insurance and professional liability insurance in the amount of \$1,000,000 and auto liability of \$500,000 combined single limit and will provide Adams County with certificates of insurance indicating the required amounts of coverage are in effect with Adams County as an Additional Insured. The County shall be given thirty (30) days advance notice of cancellation, modification or non-renewal of any such policy during the term of this agreement.

13) Method of Procurement

The method of procurement is competitive proposal. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to Adams County for making final recommendation. The process allows for confidential negotiations and revisions.

The contract term is contingent upon authorization and funding of and by Wisconsin and federal laws or budgets. This agreement will be void if sufficient funds to pay for its obligations have not been budgeted by the Adams County Board of Supervisors.

Any material amendment or repeal of the same affecting relevant funding or authority of Adams County shall serve to terminate the contract except as further agreed to by the parties hereto. The contract can be terminated by a 30-day written notice by either party.

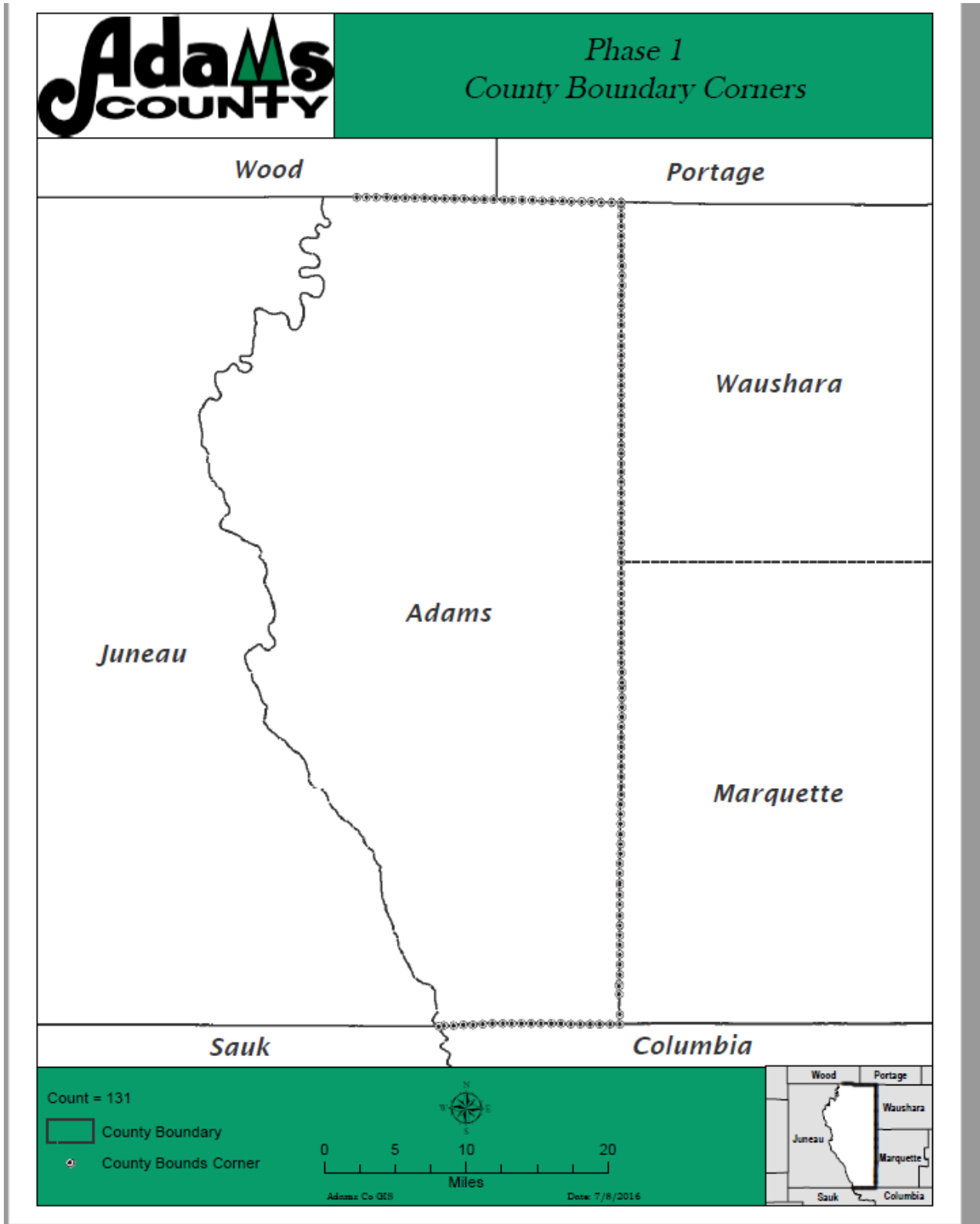
14) Equal Opportunity, Affirmative Action Employer

Adams County is an Equal Opportunity, Affirmative Action Employer. Qualified females, minorities, disabled, and other qualified veterans are encouraged to submit proposals.

ATTACHMENT A

County Bound	# Corners
Adams-Wood	15
Adams-Portage	13
Adams- Waushara	37
Adams- Marquette	48
Adams-Columbia	20

Detail spreadsheets available from GIS Specialist
and/or reviewing Corner Certificates at
http://www.ncwrpc.org/Adams_Data/



Attachment C - COVER LETTER – RETURN WITH RFP

**Request for Proposal (RFP)
Survey of PLSS Corners-
Adams County Wisconsin**

Name/Firm: _____

Address: _____

Phone/FAX/Email _____

Contact Name: _____

- Establish Ties or Re-tie/Tie Sheet/GPS Coordinate:
 - Cost per corner \$ _____

- Any Additional Costs:

Special Conditions or notes if applicable: