

Wood County
Request for Proposal
PLSS Corner Perpetuation and Maintenance
Due By: October 13, 2016 at 4:30 p.m.

1) Introduction and Background

Wood County, Wisconsin is seeking proposals for contracted services of a Professional Land Surveyor licensed in the State of Wisconsin to establish and/or maintain PLSS section and quarter section corners as part of the county wide maintenance program. A total of 141 corners have been selected for this RFP. All corners for this project have tie sheets of record and an existing coordinate. Wood County is seeking a lump sum bid 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.

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 re-tracement of original government surveys.
- b) All fieldwork shall be based upon the assembly of all authoritative information from Wood 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. 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 left in place if they are situated in a safe location and in good condition. Existing ties that are accepted should be adjusted to be flush with the ground.
- 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. All witness posts must be full sized and in good condition. Bent, broken, rusted or faded witness sign posts must be replaced. Existing substandard witness posts will not be accepted.
- e) The County will furnish all corner monuments such as Bernsten steel survey nails, Waupaca breakable 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 and make arrangements for materials and equipment to restore the roadway to its original condition. The cost of excavation equipment is the responsibility of the contractor.
- 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 555 17th North, Wisconsin Rapids, 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, Wood 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 (CSM type paper, 24 lbs minimum) 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 partial or full 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 on durable (CSM type paper, 24 lbs minimum) 8.5" x 11" paper.
- m) The contractor shall provide digital photographs of each PLSS corner. The photographs shall show the final monument in relation to the general area of the corner location. If the monument is not visible a reference object shall be placed on or over the monument. Close up photographs of the corners will not be accepted. The object of the photograph is to be able to see the vegetation and terrain at the corner location. The photographs will be provided digitally to the County. Each photograph will be named according to the Wisconsin Corner Point Identification Number. If multiple photographs are needed for a corner, the file name will be followed with an underscore and letter ID. (425020225_A)
- n) The County Surveyor may modify or waive product specifications when in professional judgment, compliance therewith creates practical difficulty.
- o) The contractor shall complete the scope of services and supply the deliverables to the County Surveyor's office no later than 4:30 p.m. on **March 2, 2017**. All deliverables are to be submitted in packets that are sorted by Town and Range.
- p) Locations of work to be completed are included in Attachment A.

3) **Contacts**

All requests for further information should be directed as follows:

Kevin C. Boyer, Wood County Surveyor
715) 421-8528 kboyer@co.wood.wi.us

Justin Conner/Land Records Coordinator
Wood County Planning & Zoning Office
(715) 421-8469 jconner@co.wood.wi.us

4) **Hold Harmless**

The contractor will indemnify and save harmless Wood 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**

Wood County openly solicits the best possible value on all of our "Requests for Proposal". Wood 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 Wood 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 Wood County's files without any obligation on Wood County's part.
- c. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official or employees of Wood County for any purpose.
- d. Wood 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. Wood County reserves the right to request clarifications of any proposal.

6) **Closing Date**

The County of Wood, Wisconsin will receive sealed proposals up to 4:30 p.m., **October 13, 2016**. Proposals must be hand delivered or mailed to the Planning & Zoning Office. Facsimile or E-mail of proposals are **not acceptable** means of delivery.

Location of Office:

Wood County Planning & Zoning Office
Room 217, A-B, Wood County Courthouse
400 Market Street
Wisconsin Rapids WI, 54494

Mailing Address:

Wood County Planning & Zoning Office
PO Box 8095
Wisconsin Rapids, WI 54495-8095

7) Contract Term

The project completion date is 4:30 p.m. **March 2, 2016**

8) Incurring Costs

Wood 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 B. Wood 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 Wood 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, Wood 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 Wood County with certificates of insurance indicating the required amounts of coverage are in effect with Wood 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 Wood 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 Wood County Board of Supervisors.

Any material amendment or repeal of the same affecting relevant funding or authority of Wood 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

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

Attachment A

T25N R2E 52 Corners

Corner	County #	Corner ID	Tie sheet	Coord	Comments
NW S6	1	42601360000	x	x	2003
NE S1	13	42602360000	x	x	1993
E S6	15	42502062000	x	x	1998
E S4	17	42502042000	x	x	1998
E S3	18	42502032000	x	x	1998
S S6	22	42502060020	x	x	2003
SE S6	23	42502060000	x	x	2003
S S1	32	42502010020	x	x	2005
SE S1	33	42502010000	x	x	2005
W S7	34	42501122000	x	x	2003
E S7	35	42502072000	x	x	2003
E S12	40	42502122000	x	x	1999
SW S7	41	42501120000	x	x	1998
S S7	42	42502070020	x	x	1998
SE S7	43	42502070000	x	x	1998
S S8	44	42502080020	x	x	1998
SE S8	45	42502080000	x	x	1998
SE S9	47	42502090000	x	x	1998
S S10	48	42502100020	x	x	1998
SE S10	49	42502100000	x	x	1998
S S11	50	42502110020	x	x	2001
SE S11	51	42502110000	x	x	1998
S S12	52	42502120020	x	x	1998
SE S12	53	42502120000	x	x	1998
W S18	54	42501132000	x	x	2003
E S16	57	42502162000	x	x	2001
E S14	59	42502142000	x	x	2005
E S13	60	42502132000	x	x	2005
SW S18	61	42501130000	x	x	2003
SE S14	71	42502140000	x	x	2005
W S19	74	42501212000	x	x	2001
E S21	77	42502212000	x	x	2000
E S23	79	42502232000	x	x	2005
E S24	80	42502242000	x	x	2000
S S19	82	42502190020	x	x	2007
S S22	88	42502220020	x	x	2005
SE S23	91	42502230000	x	x	2005
S S24	92	42502240020	x	x	2005
SE S24	93	42502240000	x	x	2005
E S25	100	42502252000	x	x	2000
SE S29	105	42502290000	x	x	1998
S S28	106	42502280020	x	x	1998
SE S28	107	42502280000	x	x	2003
S S27	108	42502270020	x	x	2003
SE S27	109	42502270000	x	x	2000

S S26	110	42502260020	x	x	2000
SE S26	111	42502260000	x	x	2000
S S25	112	42502250020	x	x	2000
E S34	118	42502342000	x	x	2000
E S35	119	42502352000	x	x	2000
S S35	130	42502350020	x	x	2000
S S36	132	42502360020	x	x	2000

T25N R3E 89 Corners

Corner	County #	Corner ID	Tie sheet	Coord	Comments
N S6	2	42603310020	x	x	2005
NE S6	3	42603310000	x	x	2005
N S5	4	42603320020	x	x	2005
NE S5	5	42603320000	x	x	2005
N S3	6	42603330020	x	x	2005
NE S4	7	42603330000	x	x	2005
N S3	8	42603240020	x	x	2008
NE S3	9	42603340000	x	x	2008
N S2	10	42603350020	x	x	2008
NE S2	11	42603350000	x	x	2008
NE S1	13	42603360000	x	x	2006
E S6	15	42503062000	x	x	2008
E S5	16	42503052000	x	x	2005
E S4	17	42503042000	x	x	2008
E S3	18	42503032000	x	x	2008
E S2	19	42503022000	x	x	2008
E S1	20	42503012000	x	x	2006
SE S6	23	42503060000	x	x	2008
S S5	24	42503050020	x	x	1997
SE S5	25	42503050000	x	x	2005
S S4	26	42503040020	x	x	2008
SE S4	27	42503040000	x	x	2008
S S2	30	42503020020	x	x	2008
E S7	35	42503072000	x	x	2008
E S8	36	42503082000	x	x	2005
E S9	37	42503092000	x	x	2008
E S10	38	42503102000	x	x	2008
E S11	39	42503112000	x	x	2008
E S12	40	42503122000	x	x	1994
S S7	42	42503070020	x	x	2008
SE S7	43	42503070000	x	x	2005
S S8	44	42503080020	x	x	2008
SE S8	45	42503080000	x	x	2008
S S9	46	42503090020	x	x	2008
SE S10	49	42503100000	x	x	2008
S S11	50	42503110020	x	x	2008
E S18	55	42503182000	x	x	2008
E S17	56	42503172000	x	x	2005
E S16	57	42503162000	x	x	2008
E S15	58	42503152000	x	x	2008

E S14	59	42503142000	x	x	2008
E S13	60	42503132000	x	x	2009
SE S18	63	42503180000	x	x	2000
S S17	64	42503170020	x	x	2008
SE S17	65	42503170000	x	x	2008
S S16	66	42503160020	x	x	2008
SE S16	67	42503160000	x	x	2008
S S15	68	42503150020	x	x	2008
SE S15	69	42503150000	x	x	2008
S S14	70	42503140020	x	x	2008
SE S14	71	42503140000	x	x	2008
S S13	72	42503130020	x	x	2008
E S19	75	42503192000	x	x	2000
E S20	76	42503202000	x	x	2008
E S22	78	42503222000	x	x	2008
E S23	79	42503232000	x	x	2008
E S24	80	42503242000	x	x	2000
S S20	84	42503200020	x	x	2000
SE S20	85	42503200020	x	x	2000
S S21	86	42503210020	x	x	2000
S S22	88	42503220020	x	x	2000
E S27	98	42503272000	x	x	2008
E S26	99	42503262000	x	x	2008
E S25	100	42503252000	x	x	2006
S S30	102	42503300020	x	x	2008
S S29	104	42503290020	x	x	2000
SE S29	105	42503290000	x	x	2008
S S28	106	42503280020	x	x	2004
SE S28	107	42503280000	x	x	2010
S S27	108	42503270020	x	x	2008
SE S27	109	42503270000	x	x	2008
S S26	110	42503260020	x	x	2008
SE S26	111	42503260000	x	x	2008
S S25	112	42503250020	x	x	2008
SE S25	113	42503250000	x	x	2006
E S32	116	42503322000	x	x	2008
E S33	117	42503332000	x	x	2010
E S34	118	42503342000	x	x	2008
E S35	119	42503352000	x	x	2004
E S36	120	42503362000	x	x	2006
S S32	124	42503322000	x	x	2008
SE S32	125	42503320000	x	x	2008
SE S33	127	42503330000	x	x	2010
S S34	128	42503340020	x	x	2008
SE S34	129	42503340000	x	x	2008
S S35	130	42503350020	x	x	2008
SE S35	131	42503350000	x	x	2008
S S36	132	42503360020	x	x	2008
SE S36	133	42503360000	x	x	2006

T25N R2E

1	2	3	4	5	6	7	8	9	10	11	12	13
14	6	15	5	16	4	17	3	18	2	19	1	20
21	22	23	24	25	26	27	28	29	30	31	32	33
34	7	35	8	36	9	37	10	38	11	39	12	40
41	42	43	44	45	46	47	48	49	50	51	52	53
54	18	55	17	56	16	57	15	58	14	59	13	60
61	62	63	64	65	66	67	68	69	70	71	72	73
74	19	75	20	76	21	77	22	78	23	79	24	80
81	82	83	84	85	86	87	88	89	90	91	92	93
94	30	95	29	96	28	97	27	98	26	99	25	100
101	102	103	104	105	106	107	108	109	110	111	112	113
114	31	115	32	116	33	117	34	118	35	119	36	120
121	122	123	124	125	126	127	128	129	130	131	132	133

T25N R3E

1	2	3	4	5	6	7	8	9	10	11	12	13
14	6	15	5	16	4	17	3	18	2	19	1	20
21	22	23	24	25	26	27	28	29	30	31	32	33
34	7	35	8	36	9	37	10	38	11	39	12	40
41	42	43	44	45	46	47	48	49	50	51	52	53
54	18	55	17	56	16	57	15	58	14	59	13	60
61	62	63	64	65	66	67	68	69	70	71	72	73
74	19	75	20	76	21	77	22	78	23	79	24	80
81	82	83	84	85	86	87	88	89	90	91	92	93
94	30	95	29	96	28	97	27	98	26	99	25	100
101	102	103	104	105	106	107	108	109	110	111	112	113
114	31	115	32	116	33	117	34	118	35	119	36	120
121	122	123	124	125	126	127	128	129	130	131	132	133

Attachment B
Request for Proposal (RFP)
Survey of PLSS Corners

Contact:

Kevin C. Boyer, Wood County Surveyor
(715) 421-8528 kboyer@co.wood.wi.us

Justin Conner/Land Records Coordinator
(715) 421-8469 jconner@co.wood.wi.us

Name/Firm:

Address:

Phone, Fax & E-mail:

Contact Person:

Proposed Cost:

- Establish Corner, Ties or RE-tie, Tie Sheet, Coordinate:
 - Lump sum cost

- Any Additional Costs: