

**TOWN OF WINDHAM, CT
REQUEST FOR PROPOSAL
SITE SURVEY SERVICES – Approximately
RFP # 11-5-18 SS
Windham High School
355 High Street
Willimantic, CT 06226
November 5, 2018**

GENERAL INFORMATION – PROJECT

The Owner hereby solicits bids and qualification statements from responsible, qualified Land Surveying firms for the project listed above. All work performed under this contract shall be under the direction of a Licensed Land Surveyor licensed by the State of Connecticut.

Windham High School is located on two parcels at 355 High Street, Willimantic, CT. It has a total building area of 222,518 square feet. The parcels are located on the Windham Assessor's Tax Map IDs: 13/1 39/ 79 and 13/1 39/ 95 containing approximately +42 acres.

II. SCOPE OF SERVICES

- A. Land record research will be required to determine deed lines.
- B. A boundary survey will be performed to determine the location of boundary lines based on existing monuments found, lines of occupation (i.e. stone walls and fences), existing maps and deed descriptions recorded in the Windham Land Records. Existing improvements will also be field located.

The survey shall conform to A-2 standards for horizontal accuracy, as defined in Section 20-300b of the General Statutes of Connecticut, prepared by a land surveyor licensed to practice in the State of Connecticut. The survey information shall include but not be limited to boundary research and determination both record and field work, field survey work such as existing and proposed conditions, topography and utilities, map boundary analysis and Street line determinations.

Topographic survey shall conform to T-2 standards with contours displayed at a 1' vertical interval.

Mapping shall be at a 1"=20' scale and provided on 24"x36" sheets.

Control points and benchmarks shall be established and datum's references. All deliverables shall be in the NAD83 Connecticut State Plane horizontal datum and the NAVD88 vertical datum. A minimum of two benchmarks shall be provided per sheet. All units shall be in US Survey Feet.

All significant topographic features shall be shown including but not limited to existing drives, sidewalks, curbs, curb ramps, buildings, doorways and stairs, utilities, walls, fences, signs, athletic fields and features, landscaped areas, trees, and pavement markings, within the survey limits. Survey shall include the exterior courtyard in the school.

Utilities shown within the required limits of the survey shall meet the ASCE 38-02 "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data" Quality Level B. In addition, storm utilities shall include inverts, diameters, and material type.

The survey shall include sightlines in both directions at each of the site driveway access points onto a public road to a minimum distance of 400'.

The survey shall meet the requirements as set forth in the current Zoning Regulations, Town of Windham, Connecticut, Sections 61.3.a and 61.3.b as follows:

- a) Submission: Each sheet of the survey and plans shall contain the embossed seal and original signature of each professional, and shall show:
1. All revision dates and necessary definitions and legends, and the true scale of the survey, in which one inch (1") shall be equal to no more than forty feet (40').
 2. The direction of true north.
 3. The Assessor's map, block and lot numbers for the subject property and all the names and addresses of the owners of record according to the Assessor's Office of all properties adjacent to (exclusive of the proponent's property), or across any street from, the subject property, or properties within a radius of 200 feet of the perimeter of the site to be developed.
 4. A description of any existing deed restrictions, covenants, easements, rights-of-way, or similar encumbrances which run with the land, the volume and page of the Windham Land Records where the same are recorded, and the date upon which they will expire, if any.
 5. All necessary approval signature blocks.
- b) Existing Site Plans: The following information shall be shown on a plan:
1. The actual shape and dimensions of the lot to be used; provided, however, that if the lot is substantially larger than the area to be developed, the Commission or its authorized agent may allow the applicant to submit a zoning plan showing the lot as an insert on the map at a scale in which one inch (1") shall be equal to no more than one hundred feet (100').
 2. The exact size and location on the lot of existing buildings, structures, driveways and off-street parking and loading areas, and type and location of all utilities including wells and septic.
 3. The location of all required setbacks and of all easements.
 4. The location and name of all Town or State streets, roads, or highways that pass through or adjoin the lot or, if no such street, road, or highway passes through or adjoins the lot, the entire route of vehicular access to the lot from such a street, road, or highway.
 5. Principal features on the site and within 200' of the site including stone walls, sites listed on the National Register of Historic sites, soil classifications as determined by the Soil Conservation Service, inland-wetlands and water courses as regulated by the Town of Windham Inland Wetlands Commission, species and diameter for all trees with trunk caliper of 12" or more at BH, densely wooded areas and open spaces.
 6. Existing contours, at an interval not to exceed ten (10) feet and spot elevations to convey an accurate picture of current topographic conditions. Where necessary, the Commission or its Agent may require the presentation of contours at an interval of two feet or less.
 7. Boundaries of the Special Flood Hazard Area; Channel Encroachment Lines; Base Flood Elevation, as determined by the best available information.

- C. All boundary pins and monuments shall be set at all angle points and at 500' intervals for all straight segments and field verified by the surveyor and noted on the final plans.

- D. Deliverables are anticipated to be: field book record copies, data files (rectified field data and AutoCAD compatible point files), paper maps, Mylar maps, reports of findings (such as but not limited to map analysis or tree and Street line determinations), and AutoCAD electronic map files to be used as design base maps.
- E. All boundary pins and monuments shall be set at all angle points and at 500' intervals for all straight segments and field verified by the surveyor and noted on the final plans.
- F. The data will be considered property of the Town of Windham. If signed maps are Original, signed Mylar's will be required to be filed with the Town Clerk's Office. Signatures will be governed by the current State of Connecticut Department of Consumer Protection and will only be valid on originally stamped, sealed and signed documents.

III. PROPOSAL REQUIREMENTS

The Town is requesting qualification packages to create a qualified bidders list of surveyors. The Town will choose firms based on their qualifications.

The firm is required to complete and return Attachment A. GSA Standard Form, 330. The selection criteria will be based on: Organization and Team structure, Approach to Work required and Contract Oversight Capabilities. The firm must have surveyors registered with the State of Connecticut. Size of the firm is not a prerequisite. Firm's proximity to the Site may be considered as a factor for selection.

Upon award, the Town will authorize the Consultant to proceed with the work, with the issuance of a purchase order for the project, which shall be performed in accordance with the bid proposal and the terms and conditions of the Contract.

The Town will not be liable for costs incurred in the preparation of the response to this bid nor in connection with any presentation or interview should that occur.

One (1) original and four (10) copies and one (1) electronic copy on CD or USB drive of the proposal are required. Consultants shall submit as their proposal the following:

Firm Experience:

Please provide a detailed written summary of the Consultant's history and experience and capability in providing the full range of surveying services, both private and municipal, in the State of Connecticut. The qualifications of any sub consultants or subcontractors proposed to be used in performing any work should also be provided. Please provide a copy of all current corporate practice licenses issued by the State of Connecticut, if applicable.

Staff Plan & Qualifications:

Please identify key personnel whom the Consultant proposes to assign to work on projects under this bid, especially the day-to-day project surveyor(s), crew leader(s), and other staff that would work with the Town on a regular basis. Please include their State licenses and certifications, background, education, and experience and their areas and levels of responsibility. Please provide the resumes of all key personnel.

Management Plan:

Describe Consultant's management system and how it will function to ensure timely and efficient delivery of quality surveying services. Provide an estimation for response time for the project. Response time will be an important factor for the proposals, both the start and completion of work.

References:

The Consultant must provide a minimum of three (3) references. Please include names, titles, addresses, and telephone numbers so the Town may contact these references. Please provide sufficient details to indicate the type of survey services performed and the deliverables provided. If possible, services should be similar to the scope of services for this bid. References should be from recent recipients of the Consultant's services (within the past 3 years).

The Town of Windham reserves the right to award to accept or reject any or all options, bids or proposals; to waive any technicality in a bid or part thereof submitted, and to accept the bid deemed to be in the best interest of the Town of Windham.

Questions regarding this bid must be directed in writing to Wayne Donaldson Director of Facilities Windham Public Schools 355 High Street Unit B Willimantic, CT 06226 or e-mail at wdonaldson@windham.k12.ct.us.

IV. SELECTION PROCESS

- A. **Review:** All proposals will be reviewed by the Ad hoc Windham High School Renovate as New Building Committee.
- B. **Criteria:** Proposals will be evaluated based on what is deemed to be in the best interests of the Town, including such factors as the bidder's experience, price and availability.
- C. **Interviews:** No interviews are planned at this time.
- D. The Town reserves the right to reject any or all proposals, in whole in part, and to waive any or all informalities and technical defects, if it is deemed by the Town to be in its best interest.

V. SUBMISSIONS

- A. Submissions must be received in the office of the Director of Facilities Windham Public Schools 355 High Street Willimantic, CT 06226 no later than 11AM November 26th 2018 for a public opening.
- B. Post mark is not considered a valid receipt of the submission and the Town reserves the right to reject any RFP that are not received in a timely manner.
- C. All RFP's are to be in an opaque sealed envelope and clearly labeled Survey RFP with the RFP# 11-5-18 SS prominently displayed on the exterior envelope.
- D. Financial pricing for services should be in a sealed envelope within the original RFP proposal and should not be included in the copies or electronic version of the proposal.
- E. Bid documents will be placed on the Town of Windham web site. Windham Public Schools Web site and the State of Connecticut DAS web site. Any addendums to the RFP will be posted on these web sites no later than November 11th 2018. It is the respondent's responsibility to check for any addendums and certify in the proposal that they have received and reviewed any addendums issued.