



**REQUEST FOR PROPOSAL  
ON CALL SURVEYING SERVICES  
March 7, 2019  
Revision #1**

**Project:**        **Gilbane Job No. J07896.000**  
**Philip R Smith Elementary School**  
**South Windsor, CT**

**DUE DATE: Thursday, March 21, 2019 @ 5PM**

**Via email to:**

**At:**            **Gilbane Building Company**  
**208 New London Turnpike**  
**Glastonbury, CT 06033**

**Phone:**       **860.368.5126**

**Request to:**    **All Interested Firms**

**Attention:**    **Stephanie Greenman**  
**Preconstruction Manager**  
**sgreenman@gilbaneco.com**

Execution and offer of this form constitutes the proposing firm's acceptance of all terms and conditions contained in this form and the project contract documents.

Gilbane Building Company reserves the right to waive informalities and reject any and all proposals.

**If unable to propose, return this form with reason for declining.**        Proposal shall remain valid for acceptance for at least **60** days after the proposal due date.

**PROPOSAL DESCRIPTION**

Note: The goal of this bid package is to engage a surveying company to provide on-call surveying work as requested by the Construction Manager's jobsite staff for the Philip R Smith Elementary School project located in South Windsor, Connecticut. The successful proposing firm will provide sufficient manpower to accommodate the surveying needs of the project. The surveying needs will include establishing permanent control, columns lines in two (2) directions, permanent offset marks, and providing a drawing where markers are related to the Building structure and column lines. Gilbane Building Company is the construction manager and will be the contracting entity for this Work.

**Philip R Smith Elementary School** consists of an approximate 60,000 SF new construction school. The new K-5 elementary school will be constructed in place of the existing school after demolition.

- Project Start is April 2019 with Substantial Completion in May 2020.
- Applicable Connecticut Sales and Use taxes for a tax exempt new construction project in accordance with the rules and regulations of the State of Connecticut.
- The surveyor contractor shall possess the necessary licenses and certifications to perform this service.
- Refer to the below link for access to the Project Safety Manual dated 11/06/18, Milestone Schedule dated 02/14/19, and Site Logistics Plan dated 02/16/19.
  - <https://dn.gilbaneco.com/?linkid=KZi4zr6VWWUisOulb2BxmrvBha0hfD0/3YbODS6ncAGbVD1ecB1lqw>

This proposal may be emailed or printed and delivered to Gilbane no later than the date and time indicated above. Email to sgreenman@gilbaneco.com is strongly encouraged.

This proposal includes \_\_\_\_\_% certified M/WBE participation.

**Base Contract:**

Provide Ten (10) Crew Days\* ('Crew Day' defined as a 2 man crew including all required equipment) including all labor, materials, equipment, CADD time and services to complete all Surveying Services for the Philip R Smith Elementary School Project starting April 2019.

Total Cost for Ten (10) Crew Days: \_\_\_\_\_

*\*The Crew Day unit price listed below will be utilized to reduce the contract value if less than Ten (10) Crew Days are required for the project.*

**Hourly Rates Schedule:**

Include all materials, equipment and services considered tools of the trade to complete all Surveying Services within the labor rates.

Crew Day (2 man crew w/required equipment) .....	\$ _____ /day
Principal.....	\$ _____ /hr
Senior Licensed Land Surveyor .....	\$ _____ /hr
Licensed Land Surveyor .....	\$ _____ /hr
Survey Technician.....	\$ _____ /hr
Civil Engineer.....	\$ _____ /hr
Field Crew (2 man).....	\$ _____ /hr
Field Crew (1 man with robotic total station) .....	\$ _____ /hr
CADD Operator .....	\$ _____ /hr
Administration Assistant .....	\$ _____ /hr

Trade Contractor shall be reimbursed for expenses including copying, printing, faxing, mileage, travel expense, postage, overnight delivery service, and other project related costs plus fifteen percent (15%) for overhead and profit.

**Qualifications:**

Provide five (5) references for building projects completed in the last five (5) years where your firm established or verified the following: permanent control, column lines, benchmarks, steel plumbness, anchor bolt survey, etc. Provide project name, location, and contact name and phone number of the General Contractor/ Construction Manager overseeing the project.

Provide a copy of your quality control plan/ assurance plan.

The Surveying firm shall furnish Gilbane with an appropriate certificate which identifies Surveying firm's Professional Liability Insurance Coverage, stipulating not less than a \$1,000,000. limit of liability and a maximum deductible of \$100,000. A copy of said policy will be provided to Gilbane upon its request.

The successful bidder shall supply an insurance certificate for the Project in accordance with the following minimum requirements:

<u>INSURANCE</u>	<u>COVERAGE</u>
GENERAL LIABILITY	\$1,000,000 AGGREGATE*
AUTO LIABILITY	\$1,000,000 COMBINED SINGLE LIMIT
WORKERS COMPENSATION	\$ 500,000 OCCURRENCE
EXCESS LIABILITY	\$1,000,000 AGGREGATE

Each insurance certificate must contain the following conditions on the certificate.

- A. GILBANE BUILDING COMPANY AND OWNER ARE TO BE NAMED AS AN "ADDITIONAL INSURED" ON A PRIMARY, NON CONTRIBUTING BASIS ON THE GENERAL LIABILITY (premises and completed operations), AUTOMOBILE AND UMBRELLA POLICIES.
- B. WAIVER OF SUBROGATION IN FAVOR OF GILBANE BUILDING COMPANY AND THE OWNER APPLIES TO ALL POLICIES.
- C. GENERAL LIABILITY GENERAL AGGREGATE IS PER PROJECT.

The successful surveying firm will receive an allowance type contract for satisfactory completion of the surveying services required by the Project. The actual amount due shall be based on the actual services requested by the Gilbane and provided by the surveying firm at the rates listed above. The surveying firm shall not exceed the estimated amount of the contract without prior written authorization from Gilbane. Gilbane reserves the right to terminate the services at any time without penalty. In the event of such termination, the surveying firm shall be reimbursed for the services provided up to the date of termination only.

The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other proposing firm of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

Proposing

Firm: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)

Title: \_\_\_\_\_ Address: \_\_\_\_\_

Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This proposing firm is a (an): \_\_\_\_\_ Individual, Partnership, Corporation

List here by title and number all licenses held by the proposing firm associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____
_____	_____

**NOTE:** This Proposal must bear the written signature of the proposing firm.

- a. If the proposing firm is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the proposing firm is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the proposing firm is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.