



Solicitation Information
2/23/15

LOI #7549354

TITLE: Land Surveying Services

Submission Deadline: March 19, 2015 – 2:00 p.m.

Questions concerning this solicitation may be e-mailed to the Division of Purchases at lisa.hill@purchasing.ri.gov no later than March 12, 2015 at 4:00 p.m.. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Lisa Hill
Chief Buyer

Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Letters of Interest Registered Land Surveyor Services

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management (RIDEM) is soliciting proposals in accordance with the terms of this Request and the State's General Conditions of Purchase, available on the Internet at www.purchasing.ri.gov, from a firm or firms involved in providing Registered Land Surveyor Services.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Bidder's are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- "Foreign" corporations, corporations without a Rhode Island business address, must obtain a Certificate of Authority from the Rhode Island Secretary of State to conduct

business within the State (Corporations Division 401-222-3040). This is a requirement only of the selected vendor (s).

- All respondents shall be registered and licensed to perform surveys by the State of Rhode Island.

CONTRACT TERMS

The Master Price Agreement that will be established as a result of this solicitation will be for five years. The term of this agreement is to be five years commencing on the date of award, on or about April 1, 2014, and ending on March 31, 2019. The State wishes to establish a qualified vendor list with multiple service providers. *Offerors must price for each of the five years. If one price is offered, that price will remain firm for the maximum five-year contract term.*

DESCRIPTION OF SERVICE TO BE PROVIDED

The State is seeking qualified, professional land surveying firms to perform various “on call” work efforts. Services are to be provided on an “as and when required” basis, upon request by the RI Department of Environmental Management, with particular emphasis being placed on the Offerer’s potential ability to provide quick and timely responses to the RI Department of Environmental Management’s survey service requests.

OBJECTIVES

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management (RIDEM) is seeking to retain a Rhode Island licensed land surveyor or land surveying firm, for up to five years to facilitate capital development projects and land planning needs. Work will be assigned on an as-needed basis for the specific projects as they arise. The Offerer must have the capacity to start immediately and complete assigned tasks on a timely basis. Surveyor shall also be required to provide the Department of Environmental Management with Autocad (.dwg), point, and other related computer files. Surveys shall be provided horizontally on RI State Plane Coordinate System (NAD 1983 feet) and vertically on NAVD 1988 or NGVD 1929 unless otherwise specified. Project examples include, but are not limited to:

- Boundary surveys;
- One foot topographical/bathymetric surveys;
- Delineation of roads, structures, utilities (including underground), and vegetation;
- Class I, Class II, Class III, and Class IV Surveys;
- Monumentation (concrete and granite bounds, iron pin, drill holes)
- Wetlands delineation/ Coastal Feature delineation;
- Preparation and presentation of plans and applications for administrative minor or major subdivisions;
- Grading;
- Stake-out;
- Easements;
- Soil Evaluations for OWTS Design (Class IV Designer)

REQUIREMENTS

Qualifications –All surveyors must possess current registration issued by the Rhode Island Board of Registration for Professional Land Surveyors and the firm must possess a current Certificate of Authorization (COA) issued by the Rhode Island Board of Registration for Professional Land Surveyors. Registrations and COAs must be kept valid for the duration of the contract; failure to do so will result in the vendor being removed from the MPA.

Staffing - Identify all staff that will play a substantive role in the work. Provide resumes for those individuals identified. Provide a copy of all licenses and COA.

Fees Schedule – Submit an hourly billing rate schedule for the following job classifications (assumes Monday-Friday work period and all rates shall include overhead and profit). Include pricing for the base year of the contract then for each of the next four years. If only one price is submitted then that price will be valid for the life of the contract.

A. Classifications:

1. Registered Land Surveyor (Principal)
2. Survey Crew, standard survey equipment
3. Survey Crew, GPS equipment
4. Office CAD technician
5. Typist/Clerical
6. Research technician
7. Wetlands Biologist
8. Coastal Biologist
9. Class IV OWTS Soil Evaluator
10. Other (please specify)

B. Submit a price for the following supplemental services. Include pricing for the base year of the contract then for each of the next four years. If only one price is submitted then that price will be valid for the life of the contract.

1. Installation of iron pipe at property corner
2. Installation of concrete bound at property corner
3. Installation of granite bound at property corner
4. Printing of paper plans (per square foot)
5. Printing of mylar plans (per square foot)
6. Markup of other supplemental services

Professional Liability/General Insurance - Prior to award of this contract, the selected vendor shall provide an insurance certificate for "Professional Liability Insurance" (a.k.a. Errors & Omissions) in the amount of One Million Dollars (\$1,000,000) from an insurance company licensed in the State of Rhode Island as well as other insurances required by the Division of Purchases.

References - Submit a list of three (3) references, preferably references who retained the Offerer for similar work within the last twelve months.

CONTRACT AND PAYMENT TERMS

Payment for the requested services will be made on a monthly basis. The Offerer shall submit an itemized bill for the hours worked by the employees per project. The bill must include the employees full name, address, and hours worked each day during the billing period (including

start and end times.) Invoices from subcontractors shall be submitted if subcontractors performed work for which the vendor is billing. The payment to the selected Offerer for services provided will be the total compensation. **NO OTHER COMPENSATION OR PAYMENT WILL BE MADE.**

The contractor(s) selected as a result of this request will provide staff to conduct survey services on an as-needed basis. Hours will be determined by the need of the Department of Environmental Management.

No commitment to a specific level of spending is made by the request. Services will be authorized on an as-needed basis using individual requests against a Master Price Agreement with a term ending on March 31, 2019. Any award(s) resulting from this request will be subject to the State's General Conditions of Purchase, which is available from the Internet at www.purchasing.ri.gov, as well as the terms of this request and any specific conditions set forth in the Master Price Agreement.

Interested firms and organizations should submit Letters of Interest containing the following information:

- a description of the corporate background of the Offerer;
- as appropriate, resumes of key staff who will administer the services covered by this request, with emphasis on experience in surveying;
- additional staff or services as may be available through subcontractors, subsidiaries or corporate partners;
- **a comprehensive price list including hourly rate and overtime rate for all staff as described herein; Offerers must price for each of the five years. If one price is offered, that price will remain firm for the maximum five-year contract term.**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at lisa.hill@purchasing.ri.gov no later than March 12, 2015 at 4:00 p.m. . Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-8100, Extension 134.

Letters of Interest to provide the services covered by this request must be received by the Division of Purchases on or before March 19, 2015 @ 2:00 PM. (EST). Responses received after this time, as registered by the official time clock in the reception area of the Office of Purchases, will not be considered.

Responses should be mailed or hand delivered in a sealed envelope marked "LOI # 7549354: Land Survey Services" to:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908

By Mail:

R.I. Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02940

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

RESPONSE CONTENTS

Responses must include the following:

1. a R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet Home Page at www.purchasing.ri.gov);
2. a statement of experience describing the Vendor's background, qualifications and all information described earlier in this solicitation;
3. a comprehensive **five-year** price list for services as previously described;
4. a completed and signed W-9 Taxpayer Identification Number and Certification Form, which is downloadable from the Purchases web site www.purchasing.ri.gov.
5. One original, so marked, plus two copies of the entire proposal must be submitted.

The State reserves the right to accept or reject any or all offers. The State also reserves the right to make one or more awards as a result of this solicitation.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all proposals submitted and to waive any informality in any vendor's proposal.

END