



Solicitation Information
December 29, 2018

Solicitation # 7597706

TITLE: MPA 461 - On-Call Professional Land Surveying Services

Submission Deadline: January 31 @ 2:00 PM (EST)

Pre-Proposal Conference: NO Mandatory: NO

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at katherine.missell@purchasing.ri.gov no later than at January 11, 2019 by 4:00 PM (ET) Questions should be submitted in a Microsoft Word attachment. Please reference the RFP # on all correspondence. Questions received, if any, will be posted at the purchasing web site www.purchasing.ri.gov as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No
BOND REQUIRED: No

Katherine Missell
Chief Buyer

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

MPA 461-On Call Registered Land Surveyor Services

Solicitation # 7597706

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Environmental Management (RIDEM) seeks to establish a **Five (5) year Master Price Agreement** with qualified sources to provide Registered Land Surveyor Services. The work to be done is detailed in the Objectives to follow and shall conform to the relevant requirements of the “*Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations*”.

Responses to this solicitation must be in accordance with guidelines as outlined in this request and the State’s General Conditions of Purchase, which can be accessed online through the Rhode Island Vendor Information Program (RIVIP) at <http://www.purchasing.ri.gov>. All respondents are advised to review all sections of this request thoroughly and to follow the instructions carefully. Failure to provide a complete submission as described elsewhere herein may result in the rejection of the proposal.

Note: This solicitation is a Request for Proposal. There will be no public opening of proposals received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

- All respondents MUST REGISTER online at the State Division of Purchases’ website at <http://www.purchasing.ri.gov>. This website is the Rhode Island Vendor Information Program (RIVIP). A copy of this three-page certification form should be included in all proposals (original and copies) submitted to the State for consideration.
 - Should there be a need for assistance in registering and/or downloading any document, call (401) 574- 8100 for RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM – 4:00 PM.
- It is intended that an award pursuant to this solicitation will be made to prime respondent(s), who by virtue of participating in this solicitation assumes full responsibility for all aspects of the services to be provided under the Contract. Joint venture and cooperative proposals will not be considered. Subcontractors, however, will be considered provided any proposed subcontractor(s) are clearly identified along with a full disclosure as to the type of work to be performed under the Contract.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than ninety (90) days following the established due date and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- Proposals misdirected to other State locations or which otherwise are not received by the Division of Purchases by the established due date, for any cause, will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of

a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.

- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen. Laws Title 38, Chapter 2, without exception, and will be released for inspection immediately upon request once an award is made.
- In accordance with RI Gen. Laws 7-1.2-1401, foreign corporations (corporations without a Rhode Island business address) must obtain a Certificate of Authority from the Office of the Secretary of State to conduct business within the State (Corporations Division 401-222-3040).
- If applicable, a copy of the respondent's Certificate of Authority must be included as part of the submitted MPA located behind the front page of each copy of the proposal. Failure to do so may result in automatic disqualification.
- 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

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 **March 1, 2019, and ending on February 29, 2024**. The State wishes to establish a qualified vendor list with multiple service providers

OBJECTIVES

The State of Rhode Island Department of Administration Division of Purchases in conjunction with Rhode Island Division of Environmental Management is seeking to retain qualified, professional land surveying firms for up to five years to facilitate capital development projects and land planning needs. Work will be assigned on an as-needed basis for specific projects as they arise. The vendor must have the capacity to start immediately and complete assigned tasks on a timely basis. This is a State Wide Master Price Agreement to include Executive Branch agencies of the State of Rhode Island, along with potential participation at their own discretion from the Legislative and Judicial branches, quasi-public agencies, municipalities, cities, towns and school districts.

The vendor shall also be required to provide user agency 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 to two 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 major or minor administrative subdivisions;
- Grading;
- Stake-out;
- Easements;
- Soil Evaluations for OWTS Design (Class IV Designer).

PROPOSAL SUBMISSION REQUIREMENTS

Interested firms and organizations should submit the following information:

1. **A statement of experience** describing the vendor's background, office location, organizational structure, qualifications, and staffing, as well as supporting documentation as described in the requirements. Respondents must demonstrate a minimum of FIVE (5) YEARS expertise relative to the services requested and include a listing of the firm's projects similar in concept to the service to be provided.
2. **Qualifications** – Proof of Certificate of Authorization (COA) for your firm and individual Rhode Island Professional Land Surveyor registration(s) MUST be included in submission. Respondent firms MUST be licensed and certified in the State of Rhode Island by the "State Board of Registration for Professional Land Surveyors" and MUST employ a Professional Land Surveyor (PLS) registered in Rhode Island to be "responsible charge" of the survey services provided on the assigned RI DEM project.
 - "Responsible charge" will be as defined by the "Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations".
 - No person may serve in responsible charge of land surveying work done in Rhode Island unless that person is registered as a Professional Land Surveyor by the Board.
 - Any and all survey documents submitted throughout the contract term shall bear the Surveyor's seal and statement to that effect.
 - Registrations must remain current and in effect for the lifetime of the MPA.

All respondents must comply with all federal, state, and local licensing requirements to perform these services and be registered and licensed to perform surveys by the State of Rhode Island.

3. **Staffing** - Identify all staff that will play a substantive role in the work. Provide resumes for those individuals identified, with emphasis on experience in surveying. Additional staff or services as may be available through subcontractors, subsidiaries or corporate partners. Provide a copy of all licenses and COA.
4. **References** - Submit a list of three (3) references, preferably clients who retained the respondent for similar work within the last twelve months. Include names, addresses, and telephone numbers. By so listing, specific permission is granted to RI DEM to contact said individuals to verify the satisfactory performances of services provided. Respondent acknowledges that RI DEM is granted specific permission to discuss past performance of respondent and any of its proposed team members on any projects.
5. **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. List any reimbursable expenses which would be charged in addition to hourly rates listed above.
 - C. Provide a listing of any unit price fees normally charged for the following types of surveying services. Include pricing for the base year of the contract and 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. Linear feet of boundary (wooded)
 2. Linear feet of boundary (open land)
 3. Linear feet of contour elevation
 4. Linear feet of open control tie lines and wooded boundary tie lines
 5. Installation of iron pipe
 6. Installation of concrete bound
 7. Installation of granite bound
 8. Printing of paper plans (per square foot)
 9. Printing of mylar plans (per square foot)
 10. Markup of other supplemental services
 - D. Include any inflation index if applicable.
 - E. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

6. **Professional Liability/General Insurance** – Respondents are to provide official certification (ACORD 25 FORM) from their insurance source(s), licensed to do business in Rhode Island, of the required levels of insurance protection inclusive of Workers' Compensation, Professional Services Liability insurance for Errors and Omissions (MIN. \$1,000,000.00) and Valuable Papers insurance (\$150,000.00). Please include deductible(s), if any, on certificate submission. Proof of required insurance coverage **MUST** be included in EACH proposal submission.

PAYMENT TERMS

The vendor(s) selected as a result of this request will provide staff to conduct survey services on an as-needed basis. Services will be authorized on an as-needed basis using individual requests against a Master Price Agreement with a term ending on February 29, 2024. Requests for bids for specific projects will be determined by the need of RI DEM or the user agency.

No commitment to a specific level of spending is made by this request. Any award(s) resulting from this request will be subject to the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov, as well as the terms of this request and any specific conditions set forth in the Master Price Agreement.

Payment for the requested services will be made on a monthly basis. The respondent 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 respondent for services provided will be the total compensation.

NO OTHER COMPENSATION OR PAYMENT WILL BE MADE.

PROPOSAL SUBMISSION CHECKLIST

Interested firms and organizations should submit **Proposals** containing the following information:

1. A Rhode Island Vendor Information Program (RIVIP) generated bidder certification cover sheet (downloaded from the RI Division of Purchases Home Page at www.purchasing.ri.gov)
2. A **statement of experience** describing the vendor's background, qualifications, and staffing, as well as supporting documentation as described in the requirements (COAs, licenses, resumes, Proof of Insurance).
3. A comprehensive five-year price list for services as previously described.
4. A **Letter of Transmittal** must accompany each proposal signed by an owner, officer, or other authorized agent of the firm.
5. A completed and signed **W-9** Taxpayer Identification Number and Certification Form, which is downloadable from the Purchases web site www.purchasing.ri.gov.
 - All responders must be registered to do business with the Rhode Island Secretary of State.

Proposals (**an original plus five (5) copies**) should be mailed or hand delivered in a sealed envelope marked “Solicitation # **7597706**: Land Surveying Services” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

Proposals to provide the services covered by this request must be received by the Division of Purchases on or before Thursday, January 31 @ **2:00 PM**. (EST). Proposals received after this time, as registered by the official time clock in the reception area of the Office of Purchases, will not be considered.

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.

The State reserves the right to accept or reject any or all offers. The State also reserves the right, and expects, 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.

QUESTIONS

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than January 11, 2019 by 4:00 PM (ET). Please reference the RFP # **7597706** on all correspondence. Questions received, if any, will be posted on www.purchasing.ri.gov as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. No other contact is allowed with other state agencies during the solicitation processes.

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