

DODGE COUNTY

Request for Proposals Professional Land Surveying Services Maintenance and Positioning of Public Land Survey Corners

1. BACKGROUND

The original Public Land Survey took place in Dodge County between 1853 and 1856. The responsibility for the maintenance of this system was assigned to Dodge County by the State of Minnesota. During the past 33 years a substantial investment has been made by Dodge County and its citizens in perpetuating and restoring of the corners set during the Public Land Survey.

In order to protect this investment, these corners must be regularly maintained. Part of this maintenance should include obtaining an accurate position for all corners on a common coordinate datum.

Dodge County contains 1,381 Public Land Survey Corners. Of those, 1,100 have Certificates of Location of Government Corner filed in the office of the County Recorder. The remaining 281 corners need to be re-established, however 20 of these are pending certification.

Dodge County requests a proposal to:

- Provide Public Land Survey Corners in the Townships of T108 – R16 & 17, T107 – R16 & 17, T106 – R16 & 17, T105 – R16 & 17 with a goal of completing individual townships.
- Provide Horizontal Coordinate values on existing and restored Certified Public Land Survey Corners.

See Section 6 SERVICES AND DELIVERY ITEMS for a detailed description of the services required and final delivery items.

2. INFORMATION TO BE SUBMITTED WITH PROPOSAL

The proposer shall submit three (3) copies of the following information to be included in the proposal as evidence of compliance with these requirements. **THE PROPOSAL MAY BE REJECTED IF THE INFORMATION LISTED HEREIN IS INCOMPLETE.**

- A. A description of the firm/company, including firm name, year established, principal business location and other pertinent information.
- B. A list of insurance coverages to be maintained by the firm during the contract period, including type and limits.
- C. A detailed resume' for all Licensed Professional Land Surveyors who will perform or who will supervise personnel performing the work on this project.
- D. A description of the project approach to be used to complete the project.
- E. Description of the equipment to be used for the project.

- F. A minimum of three (3) professional references for your firm.
- G. A completed copy of Sheet No. 7 of this proposal.
- H. Please list any known possible conflicts of interest in entering into this contract with Dodge County.

3. PROJECT MANAGEMENT

Management and administration of the contract includes regular communication with the Dodge County Surveyor as well as coordinating with other County offices, governmental agencies, affected property owners, and other groups as required.

4. PROJECT COORDINATION

The Dodge County Surveyor will provide oversight and direction as needed to complete the project. The Surveyor will schedule and attend meetings relative to this project.

The Contractor will provide monthly progress and status reports and attend all scheduled project meetings. The Contractor will coordinate activities with all affected parties.

5. INFORMATION AND SUPPLIES TO BE PROVIDED BY DODGE COUNTY

Dodge County will provide the following information and supplies to complete the project:

- County Public Land Survey Monuments
- A County Map (in electronic form) showing existing certified monuments, coordinates, bearings, and distances.
- Dodge County will locate and certify all missing government corners that are in the County and State road systems.

6. SERVICES AND DELIVERY ITEMS

The successful contractor will perform the following services and will present the following final delivery items to the Dodge County Surveyor no later than the close of business (4:30 PM local time) on December 31, 2010.

- A. Conduct office research for historical information for Section corner data.
- B. Conduct field research for corner recovery, including excavations.
- C. Coordinate County resources and utility owner clearances for corner investigation excavations and site restoration as needed.
- D. Establish coordinates for restored PLS corners and on the existing Certified corner locations as required using GPS technology where possible. See also "Positioning of the Monuments"
- E. Place County furnished PLS monuments where necessary.
- F. Draft Certificates of Location of Government Corners with histories, evidence statements, and coordinates. See also "Preparation of Certificates of Location of Government Records Corner Forms."
- G. File Certificates of Location of Government corners in the County Records office.
- H. Deliver a final map product per township in hard copy and electronic format at a scale of 1 inch equals 1500 feet to allow an entire Township to be plotted on a 24" x 36" sheet.
- I. Provide section maps at a scale of 1 inch equals 300 feet, showing interior lines of occupation within any section or part of a section. This worksheet, in hard copy and electronic format, is to be used for analysis purposes. Dodge County Coordinates are to be shown next to the map points and not in a separate listing.

- J. Excavations for corner investigations
 - 1. Dodge County anticipates that some PLS corners to be recovered under this contract will require excavation for investigation and recovery.
 - 2. The Contractor will provide labor, equipment, and materials required for excavations and site restoration needed in the corner investigations.
 - 3. The Contractor will provide any traffic control necessary to safely perform the excavations.
 - 4. The Contractor will restore all surfaces, including roadways, to the original condition following corner investigations.
 - 5. The Contractor will provide all coordination with Gopher State One Call and any utility owners prior to corner excavations.
 - 6. The Contractor will share section analysis work sheets and consult with the Dodge County Surveyor and/or the Dodge County Highway Department BEFORE any excavations are done in order to reduce the size and number of excavations.

7. TECHNICAL REQUIREMENTS

- A. Positioning of the Monuments:
 - 1. GPS technology shall be utilized to determine the coordinates of the PLS corner locations and the length and directions of all Section lines within the specified project area.
 - 2. All coordinates shall be based on the Dodge County Coordinate System (NAD 1983) Harn 96 adjustment.
 - 3. All restored and monumented PLS corners shall be occupied with GPS receivers, where possible. When actual GPS occupation on PLS corners is impractical, GPS observations shall be performed on nearby traverse points. A minimum of two traverse connections shall be performed from the GPS traverse points to the PLS corner (no single or side shots will be allowed). Conventional survey methods shall be utilized to traverse from the GPS traverse to the PLS corner.
 - 4. All coordinate data shall be delivered on a hard copy printout and on an electronic file readable by Dodge County computers.
 - 5. The Mn/DOT VRS/CORS system is an acceptable procedure to collect the coordinates where adequate telephone modem service is available.
 - 6. Where practical, it is desirable to obtain the GPS acquired elevation on the top of the actual monument, and be reported with the horizontal coordinates. These elevations will not be required on corner locations where direct GPS observations are impractical.
- B. Preparation of Certificates of Location of Government Corner Forms
 - 1. Certificates shall be prepared in AutoCAD.
 - 2. Corner Certificates shall be prepared from the field notes.
 - 3. The sketch portion on the form need not be drawn to scale.
 - 4. Accessories shall be accurately and fully described including a description of where the measurement is taken on the accessory.
 - 5. If possible, a minimum of four (4) accessories shall be shown for each corner that is less than 100 feet from the monument.

6. All monuments shall include a full description of the monument found or set.
7. The adjacent section numbers shall be shown.
8. The horizontal position of the monument (Dodge County Coordinates) shall be printed on the certificate.
9. The Certificate shall be signed by the Professional Land Surveyor who has prepared or supervised the work.
10. Signed certificates shall be approved by the County Surveyor prior to payment.

8. TIMEFRAME FOR SERVICES

Dodge County desires that this work commence as soon as possible after the contract has been signed and approved. Project completion, including delivery of the final delivery items, will be no later than the close of business (4:30 PM local time December 31, 2010).

9. PROPOSALS DUE

Proposals are due at the Dodge County Recorder's Office no later than 11:00 AM (local time), May 3, 2010 and shall be addressed as follows:

Sue Alberts
Dodge County Recorder
22 E 6th Street, Dept. 101
Mantorville, MN 55955

Ph. 507-635-6253 or E-Mail: sue.alberts@co.dodge.mn.us

10. PROPOSALS BINDING 90 DAYS

Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the submittal date.

11. QUESTIONS

All technical questions concerning this Project shall be referred to:

Roger W Brand
Dodge County Surveyor
1009 Whitewater Ave.
St. Charles, MN 55972

Ph. 507-932-5211 or E-Mail: sue.alberts@co.dodge.mn.us

Any other questions concerning the content of this proposal shall be referred to the County Recorder.

12. POSTPONEMENTS AND REJECTION OF PROPOSALS

The Dodge County Board of Commissioners shall have the right to postpone the proposal opening for its own convenience, or to reject any or all proposals for any reason. The Dodge County Board of Commissioners reserves the right to reject a proposal which is in any way incomplete or irregular.

13. CONTRACT INCREASE OR DECREASE

The Dodge County Board of Commissioners or their designated agent, reserves the right to increase or decrease the scope of services, revise the anticipated working agreement or otherwise modify the working arrangement during the course of the services. Fees for services beyond the scope of services herein defined will not be allowed without prior written approval by Dodge County.

14. SUCCESSFUL CONTRACTOR SELECTION

Proposals will be evaluated by a selection committee. Finalists may be invited to an interview. The selection committee's final recommendation will be based upon analysis of the required submittals, not just the lowest price. The recommendation will be forwarded to the Dodge County Board of Commissioners for review and conformance to the specification requirements. Preference will be given to those contractors providing demonstrated capability and experience in related services.

15. TERMS AND CONDITIONS OF AWARD

The terms and conditions for contract award imposed herein shall govern in all cases. Conflicting terms or conditions submitted by the proposer may constitute sufficient grounds for rejection of the proposal.

16. CONTRACT AWARD

The Dodge County Board of Commissioners reserves the following rights (in addition to those accorded Dodge County by policy and statutory laws):

- a. The right to negotiate with one or more contractors to arrive at a final selection.
- b. The right to negotiate all proposed elements to ensure the best possible consideration be afforded to all parties concerned (this includes the right to approve or disapprove subcontractors proposed after award).
- c. The right to reject any and all proposals, to consider alternatives, to waive any minor irregularities and technicalities, and to re-solicit proposals.
- d. The right to award the contract to a contractor who is not the lowest cost contractor.

17. PROPRIETARY STATEMENT

The laws of Minnesota require that, at the conclusion of the selection process, the contents of all proposals shall be placed in the public domain and be open to inspection by interested parties.

Proprietary information that is recognized as such and protected by law may be withheld if clearly identified in the proposal.

18. LAWS TO BE OBSERVED

The contractor shall keep fully informed of all Federal and State laws; all regulation pertaining to the Occupational and Safety Hazards Act (OSHA); all local laws, ordinances and regulations; and all orders and decrees of bodies and tribunals having any jurisdiction or authority, which in any manner affect the conduct of work. The

Contractor shall at all times observe and comply with all applicable laws, ordinances, regulations, orders and decrees, and shall protect and indemnify Dodge County and its representatives against all claims and liabilities arising from or based on Contractor or employee violations.

Upon discovering any provisions in the contract that are contrary to or inconsistent with any law, ordinance, regulation, order or decree, the Contractor shall immediately report it to the Dodge County Board of Commissioners.

19. PAYMENT SCHEDULE

The Contractor may submit a partial payment request to the County Recorder after completion of the work under the contract. Partial Payments will be made once a month based on the value of the work completed to date. Partial Payments shall not relieve the Contractor from the responsibility for work for which payments have been made or for the restoration of any damaged work. The payments are not a waiver by the county to require the fulfillment of all terms of the contract. Final payment will be made within 60 days of a complete submittal of all of the Delivery Items listed herein.

Basis of Payment

Payment for "Public Land Survey Corners" at the contract price will be compensation in full for all costs of research, analysis, excavation, re-monumentation, certification, reporting, and filing of each "Certificate of Location of Government Corner".

Payment for "Horizontal Coordinate Values" at the contract price will be compensation in full for all costs of establishing coordinate values for existing and/or restored public land survey corners, and delivering section and township maps. Payment for the individual corners will be made when the coordinate data and final maps are delivered and approved for each completed township.

Bid Schedule

Item Description	Unit	Approximate Quantities	Unit Price	Amount
Public Land Survey Corner	Each	90		
Horizontal Coordinate Value	Each	170		
TOTAL				

Signature Affidavit

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any vendor competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening or to any other vendor or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Proposal, and declares that the attached proposal and pricing are in conformity therewith.

Name

Title

Signature

Firm

Address (Street, City, State, Zip Code)

Telephone

Fax

E-Mail

Date