



C o u n t y o f S a n L u i s O b i s p o

General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

REQUEST FOR PROPOSAL PS- #1033 LAND SURVEYING FOR SUBDIVISION BOUNDARIES IN THE UNINCORPORATED COMMUNITY OF NIPOMO

July 23, 2009

The County of San Luis Obispo is currently soliciting proposals for Professional Land Surveying Services for the Subdivision Boundaries in the Unincorporated Community of Nipomo.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit four (4) copies of your proposal by **3:00 p.m. on August 20, 2009** to:

County of San Luis Obispo
Debbie Belt, GSA - Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Daniel Manion at (805) 781-5275.

DEBBIE BELT
Buyer – GSA - Purchasing
dbelt@co.slo.ca.us

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of four, (4) copies must be received by mail, recognized carrier, or hand delivered no later than 3:00 p.m. on August 20, 2009. **Late proposals will not be considered.**
2. All correspondence should be directed to:

San Luis Obispo County
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: Debbie Belt
Telephone: (805) 781-5903
3. Costs of preparation of proposals will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
8. The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.
9. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. Local professionals who maintain fully staffed offices in the County shall be given preference if quality, service and all other relevant factors are equal.
13. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
 - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
 - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary of approach to be taken.
 - b. Description of the organization and staffing to be used for the project.
 - c. Indication of information and participation the proposer will require from County staff.
 - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.
5. Insurance

The contract between the County and the Professional Surveyor will require the Professional Surveyor to have the following insurance policies:

- a. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000.00 General Liability Insurance and \$1,000,000.00 of Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.
- b. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

- c. Business Automobile Liability Policy
- d. Worker's Compensation and Employee's Liability Insurance
- e. **Indemnification** - Contractor shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, including Contractor, and that arise out of or are made in connection with the acts or omissions, relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission by the Contractor, or its agents, employees, or other independent contractors directly responsible to Contractor, including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.
4. Negligence or recklessness.
5. Furnishing of defective or dangerous products.
6. Premises liability.
7. Strict Liability.
8. Inverse condemnation.
9. Violation of civil rights.
10. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

Project Scope

Description:

The project will consist of a boundary survey by a Professional Land Surveyor within the Town of Nipomo and the adjoining older subdivisions. This will include parts of the Town of Nipomo per Map filed in A/MB/27; part of the Fairview Tract A/MB/88; part of Runnels Addition to Nipomo B/MB/52; and part of the Brookside Tract A/MB/28. The project area is shown on the attached **Exhibit 1**. The work will include the search and survey of found survey monuments, boundary establishment and monumentation, monument replacement, and filing of a record of survey.

Purpose:

The purpose of the survey is to perpetuate existing survey monuments and establish tract boundaries and street intersections to facilitate the work of future surveyors who will locate individual lots within the subdivisions.

Location:

This site is an urban area with paved streets and gravel alleyways. Thompson Road and Tefft Street are main arterial streets within the community.

Monumentation:

The monuments to be set may be iron rebar, iron pipe or spike along with brass tag or plastic cap imprinted with the Professional Land Surveyor's license number. This contract will not require the Professional Surveyor to install street well monuments.

Required street monuments and wells per SLO County Public Improvement Standards (drawing M-1, <http://www.slocounty.ca.gov/PW.htm>) will be supplied by the County. Wells will be located by the Surveyor and may be installed by County Staff.

Any survey street well monuments that would be required will be installed by County staff, however the survey marker would be a brass disc per SLO County Public Improvement Standards (drawing M-1) with the Professional Land Surveyor's license number.

Existing non-durable, control monuments that are easily moved, temporary in nature or difficult to identify will be remonumented. These points include wooden posts and stakes, iron pins, open pipes or stones.

Survey monuments that have been set by previous surveys will be tied into the survey according to standards of practice.

Research:

The surveyor shall consult maps, highway plans, corner records and other documentation that may provide evidence of boundary locations.

The County will provide copies of record maps, and other documents on file with the County Surveyor or other County Offices that may be relevant to the survey.

Adjoiner Notification:

Prior to start of field work, County will notify the Nipomo Community Services District of the ongoing survey.

Corner Search:

An on-the-ground search shall be made for monuments of record including probable locations of original monuments.

Documentation:

When a location has been searched, the result will be indicated on the Record of Survey as to the description of monument and its reference or that no evidence was found.

Survey:

This survey is to locate blocks within antiquated subdivisions and boundaries of modern subdivisions. It is not anticipated to survey within newer subdivisions which have sufficient control. The positions of street intersections or tract boundaries once established shall be monumented by the Professional Surveyor.

Record of Survey:

The Professional Surveyor shall prepare and submit a Record of Survey Map covering the project. The map shall conform to the requirements of the land Surveyors Act and accepted surveying practice. The map shall be submitted to the County Surveyor for checking and filing in the normal manner. Recording and checking fees will be paid by the County.

Field Notes:

Field notes shall be recorded in writing, in a standard field book or by electronic data collectors. The method used shall provide a complete and accurate record of all field work. All recordings whether written or electronic, shall be made neatly and logically to insure legibility.

Electronic Survey Data:

All found or set boundary monuments marking lot corners or control points must be tied to a coordinate system and electronically stored to be submitted on computer disk with the Record of Survey Map containing the appropriate data for use in AutoCAD or a successor program utilized by the County.

Fees:

The proposer will submit a cost sheet similar to the following form:

Field Search & Survey	_____ days / Cost
Boundary Calculation Adjustment	_____
Record of Survey Map	_____
Set monuments	_____
Total Cost	_____

EXHIBIT 1

