



REQUEST FOR PROPOSAL
City of Dublin, Ohio
Parks Department

LAND SURVEYING SERVICES
AS-NEEDED

Date: April 12, 2024
Department: Parks and Recreation
Project Name: Land Surveying Service Consultant
Proposal Due Date: April 22, 2024 by 5pm

A. Objective

The purpose of this Request for Proposal is to select a qualified land surveying firm to provide annual professional land surveying services.

B. Scope of Services:

The City of Dublin is seeking a qualified Consultant to provide services on an annual as-needed basis for various projects needing land surveying services. Project tasks shall include, but are not limited to, field surveys of boundaries, topographic survey and mapping, property descriptions, utility location (which class), easement plans, record of survey, and other surveying services necessary for the project. The survey shall be provided in the manner defined under section "Deliverables". The surveyor will be required to coordinate directly with the appropriate utility companies to have the existing utilities marked.

C. Proposal Requirements:

This RFP is intended to provide interested Consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFP, and should adhere to the following format:

1. Provide an estimated cost proposal (current hourly rate/fee schedule) for the required specific deliverable items. Compensation for Consultant services shall be presented in an hourly rated basis, not to exceed amount, which shall include all direct and indirect costs (ie. overhead, travel, expenses, etc.).
2. All proposals shall include a statement concerning professional liability for negligent acts, errors and omissions and any other insurance coverage that would protect the City of Dublin from loss or harm should the proposal be accepted

D. Survey Deliverables:

The successful Consultant shall, at a minimum, provide all instruments, equipment, tools, personnel, and supervision required to provide the land surveying services as generally described, but not limited, as follows:

1. ALTA Survey
2. Field Topographic Survey
3. Topographic Design Survey
4. Aerial Mapping and Photography
5. Research of Existing Utilities Information or Base Maps (class to be determined per project)
6. Boundary Surveys
7. As-Built Surveys
8. Construction Stakings
9. LAFCO Mapping/ Descriptions
10. Lot Line Adjustments/ Lot Mergers
11. Preparation of Legal Descriptions
12. Record of Survey Mapping/ Corner Records
13. Tree Survey

The survey shall include but not be limited to the following requirements:

1. Locate all property lines (R.O.W.) and easements within survey limits.
2. Contours at one-foot intervals.
3. Scale at 1" = 20' - 0".
4. Drainage pipes, drains, invert elevations, pipe outlets, and drainage channels.
 Maybe just Utilities with pipe sizes, all inverts, flow lines, and rim elevations.
5. Locate all buildings and structures, use, and number of stories.
6. Spot elevations at:
 - a. Corners and entrances to buildings
 - b. All site features
 - c. Top and bottom of walls and steps
 - d. Top & bottom of curb
 - e. Road centerline and edge
 - f. Trees over 6" in caliper (indicated by species, caliper, health)
 - g. Pedestrian/vehicular drop curbs
7. Utilities (i.e. gas, water, sewer) including all pipe sizes, material, inverts, rim elevations and valve boxes, including overhead utility wires.
8. Locate and label all waterways within the project limits
9. Rock outcrops and stone walls
10. All guiderails, bollards, fences, gates, signs and in-ground site furniture.
11. Wooded areas
12. Maps to be done in digital form (Civil 3D or higher)
13. Control points used to establish the survey must be included in the digital form

14. CAD layers need to follow the xxx standard.

E. Type of Contract

The contract will be awarded as a Professional Services Agreement (PSA). Optional survey responsibilities and specifications may be required on an as needed basis for certain properties. See "Exhibit A"

F. IRS Form W9

The selected Consultant will be required to provide the City of Dublin an IRS form W9.

G. Insurance

Within three (3) business days of successful selection, Consultant must provide the City with Certificates of Insurance providing coverage as outlined in Section VII of the Agreement for Professional Services naming the City, its agents and officers as additional insureds by written endorsement.

H. Reservation of Rights

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all Proposals or alternative Proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the City to be in the best interests of the City even though not the lowest bid.
3. The City reserves the right to request additional information from any or all Consultants.
4. The City reserves the right not to consider any proposal, which it determines to be unresponsive and deficient in any of the information requested within RFP

O. Public Information

All materials received relative to this RFP will become public information and be available for inspection after the award of contract. The City reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

Proposals must be submitted to mhiatt@dublin.oh.us by the deadline below:

Submittal Deadline: Monday, April 22 by 5pm.