



Purchasing Department

730 Wisconsin Avenue
Racine, WI 53403
262-636-3700
fax: 262-636-3763

February 21, 2024

Dear Prospective Vendors:

You are invited to submit a proposal to provide Land Surveyor Services for the Racine County Planning & Development Department. Sealed proposals are due on or before **10:00 a.m. on Thursday, March 7, 2024**, via www.demandstar.com. Late proposals will not be accepted.

Responses must be received electronically by due date listed in above submitted via www.demadstar.com.

Any questions regarding this Request for Proposal must be in writing and directed to:
Duane McKinney, Purchasing Manager
purchasing@racinecounty.com

No other Racine County employee or representative is authorized to provide information or interpret any portion of this solicitation. No contact from a vendor to any Racine County employee or elected official should be made during this process unless authorized by Racine County Purchasing.

All questions shall be submitted in writing either by facsimile or electronic mail according to the attached Request for Proposal.

Sincerely,

Duane H McKinney
Purchasing Manager

REQUEST FOR PROPOSAL

Proposal #PW2024-01

LAND SURVEYOR SERVICES

I. PROJECT OVERVIEW

Racine County desires to select a qualified private sector entity to provide professional land surveying services in the capacity of Racine County Surveyor for the years 2024-2026. Please review this document and prepare a proposal based upon the enclosed information.

II. INTRODUCTION

Racine County is required to provide professional land surveying services according to WI State Statutes 59.45, 59.46, 59.74 & 59.75. There is a need for surveying services as related to special projects in Racine County. However, primary responsibility under this contract will involve working with municipalities and project contractors as a contract agent of Racine County. Included in this contract is providing survey section and monument information for various public road repairs, rebuilds, and various other jobs as related to the surveying monuments located throughout Racine County.

Racine County is fully monumented with total horizontal and vertical control survey countywide.

RESPONDENT'S QUESTIONS: Respondents are reminded and encouraged to carefully examine the RFP documents upon receipt. If the Respondent does not fully understand the RFP or is doubtful as to the County's ideas or intentions concerning any portion of the RFP, the respondent shall submit any/all questions by 4:00 pm on February 27, 2024 via email to Duane.McKinney@racinecounty.com

Answers to all questions will be sent to known Respondents in the form of an addendum posted at www.demandstar.com by 4:00 pm on March 1, 2024. Phone calls or direct contact with Racine County are **not permitted**.

- 1.1 ADDENDA: Any changes made to the RFP after posting will be issued via addenda to all known Respondents and if necessary, an extension will be made to the proposed opening date. The original RFP and any addenda will be posted to the Racine County Website (www.racinecounty.com) under Bids/Proposals. Respondents are responsible for checking this website for any future addenda prior to the opening date. All addenda must be signed and returned with your submitted proposal as specified in the addenda. Respondents who do not return the addenda may have their proposals rejected.
- 1.2 METHOD OF PROPOSAL: Respondents must include all required information in the RFP. All submitted documents must be typewritten or printed in ink. Proposals written in pencil shall be rejected. Failure to meet any requirements listed in this document may be the cause for disqualification of the proposal. To facilitate the evaluation process, the respondent is encouraged to organize the proposal into distinctive sections as described under Section II Contents of Requested Response.
- 1.3 INCURRING COSTS: Racine County is not liable for any costs incurred in replying to this RFP.

- 1.4 SUBMISSION OPENING: Respondents are advised that there will be a **VIRTUAL** public opening for this RFP. Proposals received by the date and time of closing will be opened administratively by specific members of the County and at a time subsequent to the closing. On the specified closing date, only the names of the Respondents submitting a response shall be made available.
- 1.5 WITHDRAWAL OF PROPOSALS: Proposals may be withdrawn on written or electronic request received from vendor prior to time and date fixed for proposal opening. Negligence on the part of the vendor in preparing their proposal response confers no right for withdrawal of the proposal after it has been opened. Withdrawn proposals will be returned unopened prior to the time and date set for proposal openings.
- 1.6 AMENDMENTS TO PROPOSALS: Each vendor will be allowed a period of forty-eight (48) hours after the time and date set for receipt of proposals to notify the County in writing of a material mistake in the proposal. Failure of vendor to notify the County in the manner and within the time limit specified above will constitute a waiver by the vendor of all rights and remedies relative to a material mistake.

Formal proposal amendments thereto or requests for withdrawal of proposal received by Racine County after time specified for opening will not be considered.

- 1.7 PROPOSALS BINDING 90 DAYS: Unless otherwise specified, all submitted responses shall be binding for ninety (90) calendar days following the specified due date.
- 1.8 PROPRIETARY INFORMATION: All vendor-supplied materials, including the vendor's proposal, become the property of Racine County. Racine County will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Wisconsin 'Open Records Laws' apply.
- 1.9 INSURANCE – All proposals must include either a description of respondent's insurance or a certificate of insurance outlining respondent's insurance policies which evidence compliance with the requirements listed in Exhibit F Sample AIA B132 Agreement will be met or exceeded.

Insurance Requirements for Vendors

Each vendor shall obtain insurance at the following minimum limits:

- General Liability
 - \$1,000,000 each occurrence
 - \$1,000,000 personal and advertising injury
 - \$1,000,000 general aggregate
 - \$1,000,000 products and completed operations.
- Auto Liability Insurance
 - \$1,000,000 Combined Single Limit
- Umbrella Liability Insurance on a following form basis
 - \$4,000,000 each occurrence
 - \$4,000,000 aggregate
 - Any combination of underlying coverage and umbrella equaling \$5,000,000 shall be acceptable.

- Workers Compensation Statutory Limits plus:
 - \$100,000 E.L. Each Accident
 - \$100,000 E.L. Disease Each Employee
 - \$500,000 E.L. Disease Policy Limit

The following applies to all policies:

- Racine County is listed as an additional insured on the general liability, automobile and umbrella policies.
- All insurance must be placed with an insurance company with a minimum AM Best Rating of A- VII
- All policies shall include a waiver of subrogation in favor of Racine County
- The policies should not contain communicable disease exclusion.

For all vendors that have daily interaction with clients of the county:

- There shall be no exclusion for abuse or molestation on the general liability and umbrella policies.

Vendors shall supply the county with a certificate of insurance showing proof of insurance coverage that meets all requirements.

I. SCOPE OF WORK

A. Service Provider Requirements

Scope of work and provider responsibilities include but are not limited to the items listed below. The service provider shall:

1. Perform all services under any contract in the highest professional manner pursuant to the standards within the industry.
2. Have the ability to respond to phone calls for section marker inquiries within 24 hours from being notified of the need for information.
3. Section corner maintenance and perpetuation in Racine County for the United States Public Land Surveying System (USPLSS).
4. Take phone calls regarding section corner maintenance and perpetuation, record keeping/corner dossiers, coordination among contractors, Racine County and USPLSS users to provide maintenance.
5. Work with Racine County Real Property Lister office.
6. Provide reports to the Racine County Planning and Development Director and the Racine County Land Information Officer.
7. Be a professional Registered Land Surveyor in the State of Wisconsin.
8. Warrant and represent that he or she is qualified by training and experience and is able to prepare and furnish the work described in this RFP.
9. Provide copies of the certification and licensing approval for Racine County.
10. Meet and remain in compliance with all applicable statutes, regulations, and required program standards identified by state, federal and county laws, rules, and regulations. If unable to meet any of the rules and regulations, it is the responsibility of the service provider to notify Racine County immediately.

B. Racine County Requirements

The following provisions will also be included in the contract:

1. All reports, drawings, and other work generated by the service provider pursuant to the work described in the RFP shall become the property of the County.
2. Any Racine County documents which are provided to the Consultant to assist the Consultant in the performance of his or her work shall be returned to Racine County upon demand of Racine County or at the conclusion of the project, whichever comes first.

II. CONTENTS OF REQUESTED RESPONSE

Vendors are asked to submit a detailed proposal to provide the described scope of work. The following information should be included:

1. Certification of Vendor page (page 7)
2. A one-page summary statement of your interest in and qualifications for this service.
3. Brief history of firm.
4. Number of persons in business.
5. Number of Wisconsin Professional Registered Land Surveyors and Wisconsin Registered Professional Engineers on staff and available for services under this contract.
6. A list of all municipalities in Racine County your firm currently is either under contract with, or provide surveying or engineering services for.
7. Number of years in business under current owner(s).
8. Copies of the certification and licensing approval for Racine County.
9. Firm's specific abilities to provide required professional services and qualifications as related to each item in Service Provider Requirements.
10. Fee schedule (page 8).
11. Examples of specific knowledge and expertise related to this type of work including three (3) references from similar surveying projects. References shall include firm name, contact person, phone number, and a brief description of the services provided.
12. List of key personnel experience that may be assigned to the various projects and their area of expertise. Please include all surveyors' resumes.
13. Office location of staff expected to be assigned this work.

III. EVALUATION

A. MANDATORY REQUIREMENTS

Racine County will review all proposals received by the submission deadline. Replies not conforming to the requirements described above in Section VI. CONTENTS OF THE REQUESTED RESPONSE may be rejected.

B. EVALUATION CRITERIA

The award of a contract resulting from this RFP shall be based on the evaluation criteria stated below:

1. Service Provider Qualifications
2. Related Service Experience
3. Fee Schedule
4. References

C. CONFERENCE / INTERVIEW

After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary, to clarify or verify the vendor's proposal.

IV. AWARD

A. CONDITIONS OF AWARD

The County of Racine, through its duly authorized agents reserves the right to reject any or all proposals, to waive all technicalities, and to accept the proposal deemed most advantageous to Racine County.

All vendors, by submission of their respective proposals, agree to abide by the rules, regulations, and procedure of Racine County. Racine County reserves the right, at its sole discretion to utilize the services of an independent ancillary service with the most successful vendor. Intent to award will not be made and a contract will not be executed until Racine County, at its sole discretion, accepts a proposal.

After determining that the proposal satisfies the mandatory requirements stated in the RFP, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment.

The service provider who is ultimately selected shall not be chosen strictly based on the proposed fee. Experience, services offered, references and other relevant information shall be considered in making the final selection.

B. NOTICE OF ACCEPTANCE

Racine County will notify the selected service provider as soon as practical of the selection. Written notice of award to vendor in the form of a letter, contract, or otherwise, emailed to the address shown on the proposal, will be considered sufficient notice of acceptance of proposal.

C. DISQUALIFICATION

Awards will not be made to any person, firm, or company in default of a contract with Racine County, or to any vendor having as its sales agent, representative, or any member of the firm, any individual previously in default or guilty of misrepresentation.

D. PROPOSAL RESULTS

Vendors may secure information pertaining to results of the proposals by request to the Racine County Purchasing Department, Monday through Friday, between 8:00 a.m. and 5:00 p.m.

Racine County Specifications for:
County Surveyor Services
February 21, 2024

CERTIFICATION OF VENDOR

Proposal # PW2024-01

LAND SURVEYOR SERVICES

After carefully examining the specifications, and having become acquainted with all conditions of Racine County, I certify on behalf of my company that we can meet the requirements as stated in the above named Request for Proposal.

Company: _____

Signature: _____

Authorized Representative

Print/Type Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-Mail: _____

Date: _____

FEE SCHEDULE
Proposal # PW2024-01

LAND SURVEYOR SERVICES

Vendor shall complete the following Fee Schedule and include this form in their proposal packet.

Description	Hourly Rate
Registered Land Surveyor	
Sr. Registered Land Surveyor	
Survey Assistant	
Survey Crew Chief	
CADD Operator	
Static LiDAR	
Mobile LiDAR	
Aerial LiDAR	
Unmanned Aerial Vehicle	
Global Positioning System	

**CERTIFICATION REGARDING
DEBARMENT AND SUSPENSION**

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using Federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by an Federal department or agency from doing business with the Federal Government. By signing this document, you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov and <https://acquisition.gov/far/index.html> (see section 52.209-6).

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any Federal department or agency.

Signature: _____

Name: _____

Title: _____

Date: _____

UEI: _____

INTERNAL USE ONLY

The County of Racine has searched the above-named Vendor against the System for Award Management system (SAM) and has confirmed as of _____ the Vendor is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Signature: _____ Date: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Name: _____

Title: _____

Date: _____