



RFQ-16-011

INDEFINITE DELIVERIES CONTRACT - LAND SURVEYING SERVICES

MAY 19, 2016

I. GENERAL

This IDC includes Professional Land Surveying Services for Ascension Parish School Board, to survey property and provide certified documentation of such for the owner as needed and assigned.

1. Surveys of five new school sites
2. Partial surveys at existing sites where additions will be made
3. Partial surveys where covered play pavilions will be located
4. One or more surveyors will be selected to participate in the 2016 Bond Project list. Each surveyor selected will be assigned an initial survey task. Future tasks may be assigned as necessary until all projects are completed.

II. SERVICES:

1. Coordinate with APSB Staff to develop scope of work and general schedule of surveys required.
2. Surveys to comply with APSB Survey Standards and be properly sealed and certified as such.

III. PROJECT TIMELINE – The applicants who are awarded an IDC for Land Surveying are expected to be available as needed for the duration of bond issue (spring 2016 to summer 2020).

IV. APPLICATION FORM– Applicants shall use FORM APSB PLS (Dated May 2016)

V. CONTRACT TYPE- – APSB Work Order

VI. SURVEY SPECIFICATIONS – The Ascension Parish School Board Survey Specification dated May 19, 2016 is attached.

VII. FEES – The Surveyor will be asked to prepare a fee proposal for each survey requested. The fees shall be based on the detailed scope of work and acreage of the site assigned.

VIII. SPECIAL CONSIDERATIONS

1. The Surveyor shall be licensed in Louisiana
2. The Surveys produced shall become the property of the Ascension Parish School Board
3. The Surveyor shall provide an Insurance Certificate meeting minimum Insurance requirements of the APSB. See Vendor Insurance requirements on A/E Selection page.

Renovations and Additions Committee

Ascension Parish School Board

DONALDSONVILLE HEADSTART RENOVATION

4. Each Vendor shall provide two different recent examples of their typical typo survey.



**Specifications for Topographic Site Survey
May 19, 2016**

Intent. The purpose of these specifications is to designate and describe the minimum requirements for a topographic survey for use in the design and construction of either a new K-5 School, additions or renovations for Ascension Parish School Board

General. The Surveyor shall perform all field work necessary to accurately determine existing physical conditions of the site, establish bench marks and record on a "topo" map drawing the information and data as required and hereinafter specified. He shall obtain from public records such information and data as may be required to complete the work. All data and information required by these specifications shall be shown on the survey drawing or designated as nonexistent.

Surveying Drawing (Map). The standard size of the site survey drawing shall be 22" X 34" with a 1-1/2" margin on the left edge for binding and a 1/2" margin on the remaining sides. Where the size of the site is such that the standard size is deemed impractical, the Surveyor may, with the approval of the Program Manager, modify the above dimension.

The survey drawing shall be prepared at a scale of not less than one inch equals 20 feet, except when authorized otherwise by the Program Manager.

The drawing shall be produced in a AutoCad 2004 compatible software. Also, provide Owner with an electronic copy of complete survey on disk.

North Arrow. The compass direction shall be shown by an accurately positioned North Arrow designated as (a) magnetic north, or (b) true north.

Bench Mark. A benchmark referenced to an established datum shall be marked on a permanent object adjacent to the site and clearly located and described on the survey drawing.

Boundary Line. Boundary lines should be shown accurately within the limit of work only. Certification of the boundary lines as required per work order.

Corners. The location and description of markers within the limit of work shall be shown on the survey drawing. At least one corner of the property shall be designated by course and distance from a readily discernable reference marker.

Easements. Indicate location description and dimensions of easements of record. If there are no easements, the fact shall be noted on drawing.

Improvements. Indicate position, size and material of any and all improvements within the limit of work including buildings, retaining walls, architectural walls, areaways, driveways, paving, etc... Indicate existence and location of off-site structures within 10 feet of the property lines, within the limit of work.

Trees. Indicate location and size of all trees in the limit of work.

Ditches/Swales. Obtain and note the elevations of both top banks and the centerline at 25-foot intervals.

Building Line. Note whether or not an "official building line" has been established and, if so, note its location with respect to streets and property lines, within the limit of work.

Streets and Alleys. The following data shall be indicated on the survey drawing for all streets, alleys, roads, highways and rights of way adjacent to the site (limit of work):

- (a) Name and/or route number.
- (b) Direction of traffic.
- (c) Distance from property lines and between curbs.
- (d) Type, dimension and condition of paving. Where no paving exists, so note.
- (e) Elevations along center lines at 50-foot intervals and intersections.
- (f) Description of all proposed streets, alleys, roads, highways and rights of way including contemplated dates of installation and proposed locations and elevations.

Sidewalks, Curbs and Gutters. The following data shall be indicated for all sidewalks, curbs, and gutters on or adjacent to the site (within the limit of work):

- (a) Distance from property lines and dimensions.
- (b) Type and condition of material.
- (c) Cross-sections of each type of curb and gutter.
- (d) Elevations of sidewalk along edge nearest site at 50-foot intervals, at corners, and points of slope change.
- (e) Elevations of top of curbs and flow line of gutters at 50-foot intervals, at corners and points of slope change.
- (f) Description of all proposed sidewalks curbs and gutter improvements including contemplated dates of installation and proposed locations and elevations.

Utilities & Telephone. The following information pertaining to utilities on or adjacent to the site (limit of work) shall be shown and noted on the survey drawing:

- (a) *Electric & Telephone.* Location, type and capacity of available electric & telephone service. Location of electric & telephone lines, poles and manholes.
- (b) *Water.* Location of water mains, hydrants and manholes. Indicate size of water mains.
- (c) *Sewers.* Location, size, direction of flow, rate of fall and type of material of sanitary, storm, or combined sewer mains. Indicate whether public or private and whether the use is exclusively for sanitary wastes, or storm water drainage. Indicate elevations of flowline, location of manholes and elevations of "in" and "out" inverts.

ASCENSION PARISH SCHOOL BOARD
Specifications for Topographic Site Survey

If a utility is not available at the site, the fact shall be noted as whether the service is available in the community, and where.

Elevations and Contour Lines. Elevations of the site shall be taken on a 100 foot grid.

Contour lines shall be drawn at intervals, which will accurately reflect the existing topography of the site but in no case at more than 1-foot intervals. Elevations shall be marked on contour lines at regular intervals.

Other Information. Note other information pertaining to site conditions, such as abandoned underground structures, ditches, culverts, wells, excavations, erosion problems, known seismic fault zones, slide areas, existing stream courses, etc...

Public Records. The Surveyor, in addition to other contractual services shall obtain and/or verify requisite information and data from public records including names, locations, dimensions and elevations of streets, curbs, gutters, sidewalks, established building lines, easements, utilities, proposed improvements, condemnations etc., necessary for, and incidental to, a complete site survey, preparation of the drawing thereof, and the certification by the Surveyor that the data represented thereon is true and correct.

Surveyor's Certification. The survey drawing shall contain a signed certification by the Surveyor that the survey of the described property was made under his supervision and that the data shown thereon is true and correct. The drawing and the Record of Survey when required shall also have the imprint of the Surveyor's registration seal, or in lieu thereof a certification as to his State registration or license.

Copies of Survey Drawing. Upon completion of the survey drawing and Record of Survey, (2) cd's with copies of all documents in a AutoCad 2004 software format, pdf format and tif format (tif format must be signed and sealed by a licensed Surveyor) all three formats required, together with three (3) black line or bound copies for immediate use.

Cooperation with Title Company. The Surveyor shall cooperate with the title company, abstractor, or attorneys selected by the APSB to furnish title information in connection with the site. In order that the numbering of certificates or opinions of title will correspond with the maps furnished by the Surveyor.



STANDARD FORM - APSB PLS

May 19, 2016

Land Surveying Services

Statement of Qualifications

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|---|--|
| 1. Project title Indefinite Deliveries Contract for Land Surveying Services | 2. Project number RFQ-16-011 |
| 3a. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work | 3b. Name, title, telephone number, and e-mail address of the official with signing authority for this contract |
| | 3c. Name, Title, telephone number, e-mail address and registration number of full-time LA licensed engineer in responsible charge of the project (not required for non-engineering projects) |
| 3d. I certify that the following information is accurate and complete to the best of my knowledge (must be same person as 3b): Signature: _____ Date: _____ | |
| 4. Full-time personnel on firm's payroll who are located at the primary work location identified in 3a above: <ul style="list-style-type: none"> a. Civil Engineers, with current Louisiana P.E. registration _____ b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a) _____ c. Land Surveyors, with current Louisiana P.L.S. registration _____ d. Engineers In Training, with current Louisiana E.I. registration _____ e. Designers/Draftsmen _____ f. Survey Party Chiefs _____ g. Real Estate Professionals (Agents and Certified Appraisers) _____ h. Other personnel not included in above categories _____ Total personnel at primary work location (sum of a – h) _____ | |

5. Full-time personnel on firm's payroll, not located at the primary work locations, to be used on this project:
- a. Civil Engineers _____
 - b. Environmental Engineers (not included in 5a) _____
 - c. Land Surveyors, with current Louisiana P.L.S. registration _____
 - d. Engineers In Training, with current Louisiana E.I. registration _____
 - e. Designers/Draftsmen _____
 - f. Survey Party Chiefs _____
 - g. Real Estate Professionals (Agents and Certified Appraisers) _____
 - h. Other personnel not included in above categories _____
- Total personnel not located at the primary work location (sum of a – h) _____

6. Do you presently have sufficient staff to perform these services in the designated time frame? (Yes/No)

7. Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm (must be at least 50%).

Blank response area for question 7.

8. Do you intend to use a sub-consultant(s)? _____ yes _____ no
(For use by the Prime Consultant only)
All subconsultants/associates listed for this project must attach a signed Form APG-1001

| Name and address | Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant. | Worked with prime before? (Yes/No) |
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| 3. | | |

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| 4. | | |
| 5. | | |

9. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).

11. Work by firm which best illustrates project experience relevant to this project (List not more than 10 Projects)

| a. Project name & location | b. Project description | c. Nature of firm's responsibility & firm members involved | d. Client's name, address, and telephone number | e. Completion date or Percent Complete & cost in thousands |
|----------------------------|------------------------|--|---|--|
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12. All work by firm (all offices) currently being performed for or selected by Ascension Parish Government (as Prime or Sub-consultant)

| a. Project name, and location* | b. Nature of your firm's responsibility (also identify if prime or sub-consultant) | c. Percent complete (by phase/type of work) | d. Contract fees (in thousands)** (by phase/type of work) | |
|---|--|---|---|-----------|
| | | | Total | Remaining |
| | | | | |
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| * For master contracts, list open task orders individually ** Do not include sub-consultant's fees | | | Total | |

13. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section may also be used to submit proposed prices, if required. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded.