



Wood County
Request for Proposal
PLSS Corner Maintenance

Due By: February 23, 2023 at 4:30 p.m.

1) Introduction and Background

Wood County, Wisconsin is seeking proposals for contracted services of a Professional Land Surveyor registered in the State of Wisconsin to perform maintenance of PLSS section and quarter section corners that will be affected during the 2023 County Highway paving program and Township road improvements.

2) Scope of Services

The registered land surveyor shall be required to perform the following duties:

- a) The surveyor shall follow procedures for determining corner locations as laid out by the United States and the State of Wisconsin, and all other rules and regulations pertaining to the re-tracement of original government surveys.
- b) All fieldwork shall be based upon the assembly of all authoritative information from Wood County records such as title documents, private and public survey records, existing monumentation, testimonial evidence and occupation evidence that may be useful in determining the actual location of the PLSS corners.
- c) The County will furnish all corner monuments such as Bernsten Steel Survey Nails or Cotton Gin Spikes, Waupaca Breakable monuments, rebar for ties and witness posts.
- d) This contract for PLSS corner maintenance of corner and quarter corner locations affected by County or Township road projects during the 2023 construction season.
- e) The Contractor shall furnish all services, labor, transportation, lodging, per diem and other related expenses necessary to conduct and complete the work, and shall furnish all materials, equipment, vehicles and incidentals other than those which are provided by the County. The Contractor shall be an independent contractor, not an employee or agent of the County.
- f) The contractor shall provide GPS coordinates of each corner perpetuated or maintained in a digital table format and a hard copy in **Wisconsin County Coordinates, Wood County Zone, Feet, NAD 83/2007**. All points will be numbered by the Wisconsin Corner Point Identification Number only. Random point numbers or any other unique number will not be accepted. The type of monument is also required in the note or code of the point.
- g) The contractor shall provide a new U.S. Public Land Survey Monument Record on 8.5" x 11" durable paper and shall follow the guidelines provided in A-E 7.08 (3)(a)(b)(c)(d)(e)(f)(g)(h) and (i) for every corner reestablished or found for this project. The corner record will show the coordinate of the PLSS corner location and the datum of the corner, the county unique number and the Wisconsin Corner Point Identification Number. Final tie sheets will also be scanned and a PDF delivered and named by the Wisconsin Corner Point Identification Number.
- h) The contactor shall provide digital photographs of each PLSS corner. The photographs shall show the pre and post construction conditions of the corner. The photographs shall show the final monument and the general area of the corner location. The photographs will be provided digitally to the County.



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Each photograph will be named according to the Wisconsin Corner Point Identification Number. If multiple photographs are needed for a corner, the file name will be followed with an underscore and letter ID. (425020225_A)

3) Contacts

All requests for further information should be directed as follows:

Kevin C. Boyer, Wood County Surveyor
(715) 421-8528 kboyer@co.wood.wi.us

Paul Bernard, Land Records Coordinator,
(715) 421-8466 pbernard@co.wood.wi.us

4) Hold Harmless

The contractor will indemnify and save harmless Wood County and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or their agents, in prosecuting work under this agreement.

5) County Reservation

Wood County openly solicits the best possible value on all of our "Requests for Proposal". Wood County reserves the right to accept or reject any or all proposals in whole or in part, and to negotiate the terms of a proposal with a proposer as deemed in the best interest of the County.

- a. This proposal request does not commit Wood County to make an award or to pay costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Wood County's files without any obligation on Wood County's part.
- c. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Wood County for any purpose.
- d. Wood County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and/or irregularities, or to re-advertise with either an identical or revised specification.
- e. Wood County reserves the right to request clarifications of any proposal.

6) Closing Date

The County of Wood, Wisconsin will receive sealed proposals up to 4:30 p.m., February 23, 2023. Proposals must be hand delivered or mailed to the Planning & Zoning Office. Facsimile or E-mail of proposals are **not acceptable** means of delivery.



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Location of Office:

Wood County Planning & Zoning Office
Room 217, A-B, Wood County Courthouse
400 Market Street
Wisconsin Rapids WI, 54494

Mailing Address:

Wood County Planning & Zoning Office
PO Box 8095
Wisconsin Rapids, WI 54495-8095

7) Contract Term

The initial term will be from the signing date of contract until December 31, 2023, with additional one (1) year renewal options at the discretion of the parties.

8) Incurring Costs

Wood County is not liable for any costs incurred by proposers in replying to this request for proposal.

9) Proposal Requirements

Proposals must have the following information to be considered. Incomplete or failure to respond to each area below may be the basis for rejecting the proposal.

a. Organizational Capabilities and Technical Requirements

Describe your experience and capabilities in providing similar services to those required in the Scope of Services. Be specific and identify projects, dates, and results.

b. Staff Qualifications

Resumes of the staff from your company/organization that would perform maintenance work.

c. References

Any references of past PLSS maintenance experience/projects.

10) Cost Proposal Portion

Please complete Proposed Cost section of Attachment A. Include any additional costs which would be associated with providing this service to the County.

11) Proposal Selection and Awards Process

The proposals will be reviewed, evaluated, weighted, and scored by Wood County. If minimum acceptable requirements are not met, the proposal will be rejected. In the event that all contractors do not meet one or more of the mandatory requirements, Wood County reserves the right to continue the evaluation of the proposal and to select the proposal which most closely meets the requirements of this RFP.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.



12) Vendor Indemnity and Insurance Requirements

Contractor agrees at all times during the term of this agreement to indemnify, save harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, losses, damages, costs or expenses which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage or other cause of action of whatsoever nature or kind arising out of or as a result of any negligent failure to act in connection with the provider occupying, furnishing services or goods required to be provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses caused by or resulting from the acts or omissions of the County, its Agencies, Boards, Officers, Employees or Representatives. Contract Surveyor agrees to obtain statutory workers compensation insurance and professional liability insurance in the amount of \$1,000,000 and auto liability of \$500,000 combined single limit and will provide Wood County with certificates of insurance indicating the required amounts of coverage are in effect with Wood County as an Additional Insured. The County shall be given thirty (30) days advance notice of cancellation, modification or non-renewal of any such policy during the term of this agreement.

13) Method of Procurement

The method of procurement is competitive proposal. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to Wood County for making a final recommendation. The process allows for confidential negotiations and revisions.

The contract term is contingent upon authorization and funding of and by Wisconsin and federal laws or budgets. This agreement will be void if sufficient funds to pay for its obligations have not been budgeted by the Wood County Board of Supervisors.

Any material amendment or repeal of the same affecting relevant funding or authority of Wood County shall serve to terminate the contract except as further agreed to by the parties hereto. The contract can be terminated by a 30-day written notice by either party.

14) Equal Opportunity, Affirmative Action Employer

Wood County is an Equal Opportunity, Affirmative Action Employer. Qualified females, minorities, disabled, and other qualified veterans are encouraged to submit proposals.



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Attachment A Request for Proposal (RFP) Survey of PLSS Corners

Proposed Cost:

- Establish Ties or Re-tie/GPS Coordinate prior to construction. Set a countersunk Bernsten Steel Survey Nail or Cotton Gin Spike, verify ties post construction and prepare final tie sheet for public record:

\$_____ per corner

- Any Additional Costs:

Authorized Agent

sign_____

date_____