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## Wood County Request for Proposal PLSS Corner Perpetuation and Maintenance Due By: February 25, 2021 at 4:30 p.m.

### 1) Introduction and Background

Wood County, Wisconsin is seeking proposals for contracted services of a Professional Land Surveyor licensed in the State of Wisconsin to establish and/or maintain PLSS section and quarter section corners as part of the county wide maintenance program. A total of 180 corners have been selected for this RFP. All corners for this project have tie sheets of record and an existing coordinate. Wood County is seeking a lump sum bid for the scope of services detailed in this request for proposal. All proposers are responsible for researching authoritative information that is necessary to respond to this request for proposal.

### 2) Scope of Services

The contractor shall be required to perform the following duties:

- a) The contractor 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) This contract for PLSS corner maintenance and perpetuation of section corner and quarter corner locations identified as part of the county wide maintenance program. Each corner listed in Attachment "A" shall have a monument and four ties. Existing corner monuments that are accepted may be left in place if the existing monument is durable and metal. Stone monuments found and accepted must have a metal monument placed beside or over the top of the stone if practical. All witness ties must be set flush with the ground. Existing ties may be left in place if they are situated in a safe location and in good condition. Existing ties that are accepted should be adjusted to be flush with the ground.
- d) Witness sign posts shall be placed at all ties in rural areas. Witness sign posts are not required in urban areas. Witness sign posts should not be set in rural areas that have a dense residential population. All witness posts must be full sized and in good condition. Bent, broken, rusted or faded witness sign posts must be replaced. Existing substandard witness posts will not be accepted.
- e) The County will furnish all corner monuments such as Bernsten steel survey nails, Waupaca breakable monuments, rebar for witness ties, witness sign posts and identification stickers.
- f) 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.
- g) If machine excavation is required for corner evidence within any public roadway, the contractor shall contact the County Surveyor's office and make arrangements for materials and equipment to

restore the roadway to its original condition. The cost of excavation equipment is the responsibility of the contractor.

- h) The contractor is responsible to fill any hand excavations back with the same material that was removed. Cold mix, if needed, can be picked up at the County Highway Department located at 555 17<sup>th</sup> North, Wisconsin Rapids, Wisconsin.
- i) The contractor shall be solely liable for any damage done to private land or property during the course of this project.
- j) 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. The 2007 adjustment is available in the superseded data on the NGS data sheets. 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.
- k) The contractor shall provide a new U.S. Public Land Survey Monument Record on 8.5" x 11" 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 maintained or perpetuated this project. The corner record will show the coordinate of the PLSS corner location, the datum/adjustment of the coordinate, the county identification number (1-133) and the Wisconsin Corner Point Identification Number. The location of the witness sign posts is required to be on the map portion of the tie sheet.
- l) The contractor shall provide a partial or full section summary for all sections that show the relationship of each corner included in the RFP to the others. This will only be applicable if a section includes two or more corners that are adjacent to each other. Corners not included in this RFP do not need to be shown on the section summary. Section summaries are required to be on 8.5" x 11" paper.
- m) The contractor shall provide PDF files of each tie sheet that include the signature, seal and date. Signatures, seals and dates may be applied electronically or a scan of the signed, sealed and dated tie sheet shall be provided. Scans shall be at a minimum of 400dpi.
- n) The contractor shall provide digital photographs of each PLSS corner. The photographs shall show the final monument in relation to the general area of the corner location. If the monument is not visible a reference object shall be placed on or over the monument. Close up photographs of the corners will not be accepted. The object of the photograph is to be able to see the vegetation and terrain at the corner location. The photographs will be provided digitally to the County. 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)
- o) The County Surveyor may modify or waive product specifications when in professional judgment, compliance therewith creates practical difficulty.
- p) The contractor shall complete the scope of services and supply the deliverables to the County Surveyor's office no later than 4:30 p.m. on November 26, 2021. All deliverables are to be submitted in packets that are sorted by Town and Range.
- q) Locations of work to be completed are included in Attachment 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](mailto:kboyer@co.wood.wi.us)

Paul Bernard, Land Records Coordinator  
Wood County Planning & Zoning Office  
(715) 421-8469    [pbernard@co.wood.wi.us](mailto: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 employees 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 25, 2021. Proposals must be hand delivered or mailed to the Planning & Zoning Office. Facsimile or E-mail of proposals are **not acceptable** means of delivery.

##### **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 project completion date is 4:30 p.m. November 26, 2021

#### 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 the services listed in the scope of services.

**c. References**

Any references of past PLSS corner perpetuation and maintenance experience/projects.

**10) Cost Proposal Portion**

Please complete Proposed Cost section of Attachment B. Wood County is seeking a lump sum bid for the scope of services detailed in this request for proposal.

**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 proposals and to select one that 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 contractor 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.

Contractor 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 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.

## **Attachment A**

# **Government Land Corner Indexes**

Township 21 North Range 2 East

Township 23 North Range 2 East

Township 23 North Range 3 East

T21N R2E

1	2	3	4	5	6	7	8	9	10	11	12	13
14	<b>6</b>	15	<b>5</b>	16	<b>4</b>	17	<b>3</b>	18	<b>2</b>	19	<b>1</b>	20
21	22	23	24	25	26	27	28	29	30	31	32	33
34	<b>7</b>	35	<b>8</b>	36	<b>9</b>	37	<b>10</b>	38	<b>11</b>	39	<b>12</b>	40
41	42	43	44	45	46	47	48	49	50	51	52	53
54	<b>18</b>	55	<b>17</b>	56	<b>16</b>	57	<b>15</b>	58	<b>14</b>	59	<b>13</b>	60
61	62	63	64	65	66	67	68	69	70	71	72	73
74	<b>19</b>	75	<b>20</b>	76	<b>21</b>	77	<b>22</b>	78	<b>23</b>	79	<b>24</b>	80
81	82	83	84	85	86	87	88	89	90	91	92	93
94	<b>30</b>	95	<b>29</b>	96	<b>28</b>	97	<b>27</b>	98	<b>26</b>	99	<b>25</b>	100
101	102	103	104	105	106	107	108	109	110	111	112	113
114	<b>31</b>	115	<b>32</b>	116	<b>33</b>	117	<b>34</b>	118	<b>35</b>	119	<b>36</b>	120
121	122	123	124	125	126	127	128	129	130	131	132	133

T23N R2E

1	2	3	4	5	6	7	8	9	10	11	12	13
14	<b>6</b>	15	<b>5</b>	16	<b>4</b>	17	<b>3</b>	18	<b>2</b>	19	<b>1</b>	20
21	22	23	24	25	26	27	28	29	30	31	32	33
34	<b>7</b>	35	<b>8</b>	36	<b>9</b>	37	<b>10</b>	38	<b>11</b>	39	<b>12</b>	40
41	42	43	44	45	46	47	48	49	50	51	52	53
54	<b>18</b>	55	<b>17</b>	56	<b>16</b>	57	<b>15</b>	58	<b>14</b>	59	<b>13</b>	60
61	62	63	64	65	66	67	68	69	70	71	72	73
74	<b>19</b>	75	<b>20</b>	76	<b>21</b>	77	<b>22</b>	78	<b>23</b>	79	<b>24</b>	80
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94	<b>30</b>	95	<b>29</b>	96	<b>28</b>	97	<b>27</b>	98	<b>26</b>	99	<b>25</b>	100
101	102	103	104	105	106	107	108	109	110	111	112	113
114	<b>31</b>	115	<b>32</b>	116	<b>33</b>	117	<b>34</b>	118	<b>35</b>	119	<b>36</b>	120
121	122	123	124	125	126	127	128	129	130	131	132	133



T23N R3E

1	2	3	4	5	6	7	8	9	10	11	12	13
14	<b>6</b>	15	<b>5</b>	16	<b>4</b>	17	<b>3</b>	18	<b>2</b>	19	<b>1</b>	20
21	22	23	24	25	26	27	28	29	30	31	32	33
34	<b>7</b>	35	<b>8</b>	36	<b>9</b>	37	<b>10</b>	38	<b>11</b>	39	<b>12</b>	40
41	42	43	44	45	46	47	48	49	50	51	52	53
54	<b>18</b>	55	<b>17</b>	56	<b>16</b>	57	<b>15</b>	58	<b>14</b>	59	<b>13</b>	60
61	62	63	64	65	66	67	68	69	70	71	72	73
74	<b>19</b>	75	<b>20</b>	76	<b>21</b>	77	<b>22</b>	78	<b>23</b>	79	<b>24</b>	80
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94	<b>30</b>	95	<b>29</b>	96	<b>28</b>	97	<b>27</b>	98	<b>26</b>	99	<b>25</b>	100
101	102	103	104	105	106	107	108	109	110	111	112	113
114	<b>31</b>	115	<b>32</b>	116	<b>33</b>	117	<b>34</b>	118	<b>35</b>	119	<b>36</b>	120
121	122	123	124	125	126	127	128	129	130	131	132	133

**Attachment B**  
**Request for Proposal (RFP)**  
**Survey of PLSS Corners**

**Contact:**

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

Paul Bernard/Land Records Coordinator  
(715) 421-8469 pbernard@co.wood.wi.us

**Name/Firm:**

**Address:**

**Phone, Fax & E-mail:**

**Contact Person:**

**Proposed Cost:**

- Establish Corner, Ties or RE-tie, Tie Sheet, Coordinate:
  - Lump sum cost
- Any Additional Costs: