



3024 Turner Street, Lansing MI 48906
517.267.5221
www.inghamlandbank.org



Ingham County Land Bank Fast Track Authority

Request for Proposal

RFP # Land Survey 03-2019

Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting proposals for **Land Stake Surveys** for various residential and commercial properties in Ingham County.

Vendor selection will be based upon proposals submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a contract to the lowest, most qualified, and responsible bidder.

Release Date: March 6, 2019

Bid Due by: March 20, 2019

Bid Opening: March 20, 2019, 11:30am

At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Proposal, please feel free to contact:

- Roxanne Case, Grant Manager, rcase@ingham.org

Instructions to Bidders

1. BID PROPOSAL CONTENT

Bid proposal documents should include, but not limited to, the following:

- Bid Specifications / Proposal / Costs
 - Cost of Platted lot typical to the City of Lansing.
 - Cost of Unplatted lot.
 - Length of time from request to survey is completed and maps delivered.
 - Options available beyond what is listed in this RFP.
- Firm Background / Years in Business / History
- Evidence of financial stability – most recent audited financial statement
- Description of qualifications and previous experience with Land Stake Surveys for rehabilitation/renovation/new construction/demolition projects.
- Current resume (1-2 pages) for key personnel actively involved and/or present on job sites. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience.
- Three references documenting past experience by providing: name, agency and contact telephone number.
- Submit sample report / survey
- Certifications and Authorized Signatures form
- Local Vendor Certification, if applicable
- Certificate of Compliance with Public Act 517 of 2012
- Contractor Application, found on the Land Bank website www.inghamlandbank.org (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Copies of current and applicable (state and local) licenses, certifications, trainings completed, etc.
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable

2. BASIS OF PROPOSAL

Proposals are solicited for the completion of all work as described in the specifications and/or shown on the plans.

Proposals may be withdrawn by bidders prior to, but no later than, the time fixed for the opening of bids. Submit sealed bids, labeled as "RFP # Land Survey 03-2019," prior to the opening date, when bids will be opened and read aloud at the Land Bank office. If the Land Bank does not accept the proposal within 45 days, after the opening date, Contractor may withdraw his/her proposal.

3. EXAMINATION OF PREMISES

Contractor shall familiarize himself/herself with local conditions affecting the job. He/she shall take his/her own measurements and be responsible for the correctness of same. Any variance of Contract documents from legal requirements and/or field conditions shall be promptly reported to the Land Bank. Contractor shall be responsible for any examination and no allowances will be made in his/her behalf by reason of error and omission. If any part of the Contractor's work depends for proper results upon existing work or the work of another, Contractor shall notify the Land Bank before commencing work of any defects that will affect the results. Failure to so notify will constitute his/her acceptance of the conditions.

4. CONTRACT

Please review the draft Contract included with this Request for Proposal (RFP). By submitting a bid, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFP. It is a three-year contract, subject to annual performance review and renewal within that term.

5. SIGNATURES

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each proposal.

6. CERTIFICATE OF INSURANCE

All bidders shall have on file with the Land Bank certificates of all such insurance required under the Land Bank Vendor Insurance Policy located online at www.inghamlandbank.org within seven (7) calendar days after receipt of the notice of award, unless said certificates are already on file. Further insurance and certificates must include an endorsement providing for ten (10) days prior written notice to the Land Bank, of termination, expiration, or material change of terms.

7. LOCAL VENDOR PREFERENCE

Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the Respondent must complete the "Local Vendor Certification Form" included in this bid packet.

8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an "Iran Linked Business" during the course of performing the work under the Contract.

9. ACCEPTANCE AND REJECTION

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of the Respondent's proposal, and it will be effective on the date stated on the Bid Specification/Proposal form. Upon acceptance by the Land Bank, a copy of the Contract (see draft attached) will be returned to the Contractor as his/her official notification of award. The Contract, however, shall not be in force until the Contractor has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Contractor and the Land Bank hereby covenant in respect to any part of this Proposal and Contract. The Land Bank reserves the right to waive irregularities and to reject bids.

Ingham County Land Bank Fast Track Authority

Land Stake Surveys

SCOPE OF SERVICES

Summary

The purpose of this Request for Proposals (RFP) is to provide the Ingham County Land Bank (ICLB) with qualified vendors who can assist in appropriately address property boundary issues. These properties may fall within the NSP-1, NSP-2, NSP-3, HOME, CDBG, HHF, U.S. Treasury, Land Bank, or other funding streams. The successful Respondent will meet all qualifications, including competitive pricing, as delineated in the attached proposal. All Respondents shall be screened through the federal System for Award Management (SAM), formerly known as Excluded Parties List System (EPLS), and Limited Denials of Participation list and, if listed, will not be eligible in accordance with their debarment stipulations. The Land Bank is not in a position to determine in advance the actual number of surveys to be performed during the term of the contract, but would estimate approximately 15-30 surveys.

The successful Respondent shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform surveying services as defined in this RFP. These services must be in accordance with applicable work practice standards of the State of Michigan licensed Professional Surveyors where the services are provided or in accordance, where applicable, to the national ALTA/ASCM Standards. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. The ICLB reserves the right to restrict the assignment of any individual, for any reasonable cause, as a surveyor under the contract or any subcontracts.

Services Standard

The ICLB requires survey services that, at a minimum, meet the following standards:

1. The survey map shall bear the name, address, telephone number and signature of the professional land surveyor who performs the survey, his or her official seal and registration number, the date the survey was completed. Three (3) paper copies and an electronic copy shall be provided to the ICLB. Gross land area shall also be indicated on the map.
2. The survey shall be within the current accuracy standards adopted by the National Society of Professional Surveyors and the American Land Title Association.
3. The survey boundaries shall be drawn to a convenient scale with that scale clearly indicated on each page. A graphic scale, shown in feet or meters or both, shall be included. A North arrow shall be shown and, when practical, the map shall be oriented so that north is at the top of the drawing. Symbols or abbreviations shall be identified on each drawing by use of a legend. The minimum size of the drawing shall be 8 ½ by 11 inches.
4. The surveyor shall furnish and install on-site stakes outlining the boundary of the property. Stakes will be temporary in nature, marked by highly visible means and shall be drove into the ground.
5. If upon completion of the survey, the surveyor finds that the record description fails to form a mathematically closed figure, the surveyor shall so indicate to ICLB.

6. The location of all buildings upon the plot or parcel shall be shown and their locations defined by measurements perpendicular to the nearest perimeter boundaries. If there are no buildings erected on the property being surveyed, the map shall indicate such. Proper street numbers shall be shown where available. The exterior ground level dimensions of all structures shall be marked on the map.
7. The character and location of all walls, buildings, fences and other visible improvement within five feet of each side of the boundary shall be noted on the map. Without expressing legal opinion, physical evidence of all encroaching structural appurtenances and projections, such as fire escapes, bay windows, windows and doors that open out, flue pipes, stoops, eaves, cornices, areaways, steps, etc., by or on adjoining property or on abutting streets, shall be indicated on the map.
8. Substantial, visible improvements (in addition to buildings) such as billboards, signs, parking structures, swimming pools, etc. shall be included on the map with ground level dimensions.
9. Driveways, alleys and other ways of access on or crossing the property must be shown, including curb cuts. Where there is evidence of use by other than the occupants of the property, the surveyor must so indicate on the map. Where driveways or alleys on adjoining properties encroach, in whole or in part, on the property being surveyed, the surveyor must so indicate on the map with appropriate measurements.
10. Ponds, lakes, springs or rivers bordering on or running through the premises being surveyed shall be shown on the map.
11. Location of utilities existing on or serving the surveyed property as determined by visual observation shall be included on the map.
12. If the map of survey consists of more than one sheet, the sheets shall be numbered, the total number of sheets indicated and match lines be shown on each sheet.
13. Photographs shall be taken of stakes, at a distance to include structures and/or fences to provide a perspective on where the stake is placed, and submitted online with the map survey.

Certifications and Authorized Signatures

Return with your Proposal package

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable): _____

Street: _____

City: _____ State _____ ZIP _____

Phone: _____ Fax: _____

Email: _____

The undersigned does hereby declare that it has legal status checked below:

- Individual Limited Liability Corporation (LLC)
 Partnership Corporation, State of Incorporation: _____

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

This Proposal Packet is submitted in the name of

(Vendor)

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed: _____ Date _____

Print name: _____

Title: _____

Local Vendor Certification

If applicable, return with your Proposal package.

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a “registered local vendor”(RLV) by providing the Land Bank with a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted. This must be the site at which business operation take place. The Land Bank staff reserves the right to make a site visit to verify location and business activities.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts or a period of not less than three years.

If you believe you qualify as a local vendor, please provide the following information for verification. Please note that there are some exceptions to the local vendor rule. More information can be found at www.inghamlandbank.org.

Complete Legal Firm Name: _____

Company Physical Address: _____

Company Phone: _____

Company Website: _____

Name and Title of Person authorized to sign on behalf of your company:

Signature: _____

Date: _____

Certificate of Compliance with Public Act 517 of 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this _____ day of _____, 20____.

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____