

Weld Re-5J School District

Request for Qualifications / Proposal for Professional Land Survey Services



Weld Re-5J School District
2020-24 Capital Construction Program
110 Centennial Drive, Unit A
Milliken, CO 80543

Owner's Representative:

RLH engineering, inc.

Project Management & Environmental Consulting

601 Gyrfalcon Court, Unit A

Windsor, Colorado 80550

970-686-5695

970-686-5696 fax

The purpose of this Request for Proposal is to obtain proposals from qualified firms interested in providing Professional Land Survey Services to Weld Re-5J School District for the New High School Project and Letford Elementary Replacement School Project.

As such, WCSD Re-5J invites your firm to submit a proposal and qualifications for professional land survey services. The District is conducting a qualifications-based selection process (with consideration of cost proposal) to retain a firm (or firms) for these services, related to the construction of a new High School facility on a new site. There are currently two sites under consideration and site selection has not been finalized, Land Survey Services shall be conducted at both proposed sites. In addition to the new High School, Land Survey Services shall be conducted at the proposed site for the Letford Elementary School replacement school on land owned by the District in the Clearview Subdivision.

All questions should be made in writing and directed to:

Weld Re-5J School District Bond Program Manager and Owner's
Representative
Matt Little
mlittle@rlengineering.com
970-415-3651

One (1) electronic copy (pdf format), and three (3) hard copies of a response to the Request for Qualifications / Proposal are due no later than **3:00 p.m. on November 23, 2020** at the email address noted above. It is the responsibility of the proposing firm to ensure proposals are received prior to the deadline. Proposals received after the above date and time will not be considered.

Questions shall be provided in writing to mlittle@rlengineering.com no later than **November 18th, 2020 at 3:00 p.m.**

Project Descriptions

Weld County RE-5J School District is a rural school district in northern Colorado, located in both Weld and Larimer counties. Our schools serve approximately 3,800 students in the towns of Johnstown and Milliken, and also include small portions of the town of Berthoud and the city of Greeley.

Weld County RE-5J School District places a strong emphasis on educating the whole child and inspiring our students to be lifelong learners. From kindergarten through high school, our students are empowered to be involved in their learning and to own their educational experience. We are committed to ensuring every student reaches their full potential and is prepared for college or a career when they graduate from high school. The pride of being a Roosevelt High School "Rough Rider" is instilled at all grade levels and allows our growing community to maintain a sense of pride and ownership in their schools.

As a primarily residential community with only a 5% of our assessed value coming from commercial (excluding volatile Oil and Gas valuation), Johnstown and Milliken are bedroom communities supporting the fast growth in Northern Colorado. To meet the needs of a growing work force demand and population growth we have been working on Master Planning for the past several years to not only address the needs of today, but to prepare for the future. The Master Planning process has been focused on addressing the need to add capacity at all grade levels, bring our aging facilities up to current codes, and most importantly, develop facilities that support our students and staffs goals. In meeting with our community members it became apparent that the current facilities are holding us back from meeting our goals. With this inspiration the Board of Education, Administration, and community prepared a vision for the future in the form of the 2020-24 Bond Capital Construction Program, which passed by over 55% this November. The centerpiece to chart the course into the future is a new High School to be constructed on a site yet to be determined. This New Weld Re-5J High School is programmed for 230,000 square feet on a 60-80 acre site supporting a student population of approximately 1,300. The budget for this project is \$110,000,000 which is intended to include all hard and softs for development. The District is working to develop and expand opportunities for Career and Technical Education opportunities for all students in addition to College Readiness. With this new flagship High School, the District intends to take the spirit of the Rough Rider community and embody those principles of excellence, teamwork, and collaboration in the new campus.

The work of the Land Survey Team on this project will assist the District in making a selection between two 60-80 acre land parcels that have been donated to the Weld Re-5J School District for the construction of the new High School campus. The new High School is slated to open for students in August 2023.

As part of the Bond program, the District also intends to replace the aging Letford Elementary School with a new facility on a new 10 acre site. Weld Re-5J School District secured a BEST Grant to partially fund the new 75,000 SF four track Elementary Serving approximately 600 students. The project is scheduled to begin construction in 2021 and be open for students August 2022. Once occupied, the existing Letford Elementary is scheduled to be demolished and the site converted to a City Park.

In preparation for design and construction, WCSD Re-5J desires to survey the entirety of both proposed High School properties, in addition to the proposed site for the new Elementary School replacement. See attached site photos.

Site Survey Locations

The scope of services listed below shall be performed for the following sites:

New Letford Elementary Replacement School Site
Acreage on the southwest corner of the intersection of Carlson Blvd and Hawthorne Ave
Johnstown, Colorado 80534

Proposed Site #1 for New High School:
Lot Holdings Parcel
Approximately 80 Acres
Primary access on County Road 21 (Inez Blvd)
Milliken, Colorado 80534

Proposed Site #2 for New High School:
Sauer Whitehall Parcel
Approximately 80 Acres
Primary access on County Road 13 (Colorado Blvd)
Johnstown, Colorado 80534

Refer to attached site images.

Survey Schedule*

RFP/Q Release	11/13/20
Questions submitted in writing	11/18/20
Answers/Clarifications	11/19/20
Response to RFP's due	11/23/20
Notice of Recommended Award	11/24/20
Start Survey Field Work	12/2/20*
Survey Deliverable Due	1/8/21* (27 business days after commencement of field work)

*These dates are subject to change and the successful subcontractor will be responsible for coordinating with the Owner and Owner's Representative. If your firm is unable to meet these dates, but has an alternate schedule for delivery, please indicate in your response to the RFP.

Scope of Services

A. Proposal for Professional Land Survey Services shall include as a minimum the following:

1. Improvement Survey; provide
 - Boundary limits, property lines
 - Streets adjacent to the site provide width and street name.
 - Driveways, alleys, or other access on or crossing the property.
 - Ponds, lakes, springs, rivers bordering on or running through the premises.
 - Fences and roads on the site
 - Utility poles, boxes and signposts
 - Easements and rights of way, all easements shall be clearly identified, coded in the legend and graphically depicted

- Limits of different types of ground surface, including grass, sidewalks, fences, curbs, curb cuts, and driveways.
 - Identify parking areas and striping type (e.g. handicapped, motorcycle, regular.)
 - Trees 6" and larger, shrubs and other large landscaping items
 - Any permanent or temporary structures, monuments, or buildings. Locations defined by measurements perpendicular to the nearest perimeter boundary.
 - Provide exterior footprint of all buildings and gross floor area of all buildings. Measured height of all buildings above grade at a defined location.
 - Location of minimum recorded setback lines for the Property and any other building restrictions or setback lines.
 - Identify all encroachments or deviations from the description of the property or conflicts with descriptions of adjoining properties.
2. Topographic Survey; provide
- Location and grades on all drainage structures and swales
 - Site grades - 100' x 100' grid on the site plus all grade breaks
 - Grade points as necessary on improved surfaces
 - Grade points at flow line and crown of adjacent streets
 - Complete grade contours at 1' intervals for the site
 - Grade information on all accessible underground utilities
3. Utility Survey; provide
- Locate (in cooperation with appropriate utility company and by use of locating equipment) water, sewer, cable TV, electrical, telephone, gas, storm sewer, sanitary sewer, computer, and other underground or overhead utilities.
 - Identify size of all utilities servicing the project including points of ingress and egress from the Property.
 - Provide locations of manholes, catch basins, or utility vaults.
4. Boundary survey; provide
- Records research for easements, ROW's, etc. Surveyor shall contact Title Company for records review, and incorporate records research into the Survey.
 - Property corners verified and/or set Property lines
 - Closure with local control points
5. General Information; provide
- Legal Description of the project site as shown on the survey, must match the legal description.
 - Name of City, County, and State.
 - North arrow, magnetic and true.
 - Lot and block numbers of property and names of adjacent property Owners.
 - Distance to nearest street.
 - Identify total square feet and acreage.
 - Identify point of beginning, and bearing.

- Flood Zone designation.
 - Provide a legend for all symbols and abbreviations used on the Survey.
 - Survey drawing shall be on 30" x 42" at 1" = 50', and also provide final survey in electronic format, in .dwg and .pdf format, for the District's use.
6. Pricing Structure; provide
- Cost estimate for items identified in the RFP.
 - Fee Schedules. This should include current Billing Rates, and reimbursables.
7. Example Survey; provide
- Example survey to include similar items as the scope of work listed above.

B. Codes, Regulations

Surveyor shall conform to all codes and regulations applicable at the project site.

C. Fees, Permits, and Utilities

Surveyor shall obtain and pay for all required permits and fees. Surveyor shall be responsible for all utility locates prior to performing work.

D. Quality Assurance

Surveyor shall perform work in accordance with industry standards and in a neat manner to the satisfaction of the Owner and Owner's Representative.

E. Insurance Requirements

Provide a sample insurance certificate, which identifies types of coverage's, offered by your firm.

<u>Type</u>	<u>Limits (Minimum)</u>
Commercial General Liability	\$1,000,000 each occurrence
- Occurrence Based	\$2,000,000 general aggregate
	\$2,000,000 prod./comp. ops. agg.
Automobile	\$1,000,000 comb. single limit
- Any Auto	
- Hired Autos	
- Non-owned Autos	
Excess/Umbrella	\$2,000,000 each occurrence
- Occurrence Based	\$2,000,000 aggregate
Worker's Compensation	Statutory Limits
Professional Liability	\$2,000,000 per claim
	\$2,000,000 aggregate

1. The selected firm will be required to indemnify and hold the District and its agents and employees harmless from and against all suits or actions of any kind, including, but not limited to, workers' compensation claims brought against them for or on accounts of any damages or injuries received or sustained by any parties, by or from the acts of the successful firm or its agents or employees.
2. The selected firm shall indemnify and hold the District and its agents and employees harmless from any and all claims, causes of action, suits and liabilities, including attorneys' fees and costs arising out of or relating to disclosure of any information included in the successful firm's proposal.
3. Prior to the commencement of any work, Firm shall forward Certificates of Insurance to the District and its Owner's Representative. The insurance required shall be procured and maintained by the Firm for the duration of the contract. The insurance shall be with a carrier licensed in the state of Colorado and shall have "A" or better Best rating.
4. Firm shall name School WCSD Re-5J as additional insured on all insurance except Workers' Compensation.

LEGAL REQUIREMENTS

A. Verification of Information:

Applicants are hereby notified that WCSD Re-5J will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As WCSD Re-5J deems necessary and appropriate in its sole discretion, WCSD Re-5J reserves the right to make any inquiries or other follow up required to verify the information provided. The District reserves the right to select any or reject any and all submissions in their best interest.

B. Disclosure of Information:

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to WCSD Re-5J, appropriately identify materials, which are not subject to disclosure. In the event of a request by WCSD Re-5J for disclosure of such information, WCSD Re-5J shall advise the Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to WCSD Re-5J.

C. Discrimination in Employment:

In connection with the performance of work on this project, the selected Service Provider agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Service Provider further agrees to insert the foregoing provision in all subcontracts hereunder.

D. Applicable Laws:

This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

E. Cost of Developing Qualifications:

Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the Service Provider. The District assumes no liability for any costs incurred throughout the entire selection process.

F. Qualification Ownership:

All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the District and will not be returned to the applicant.

Qualifications Section

In order to select the firm best qualified for the Eagle County Schools project we are asking that the prospective Surveyor respond to the following questions.

- A. Approach to Project: Identify any work performed by subcontractors, and which area will be self-performed.
- B. Work Experience: List all relevant work experience and qualifications related to the proposed project. Provide references of completed projects
- C. Personnel: Provide a list of key personnel, their skill and qualifications, technical competence, experience on similar projects, capacity to undertake the project, and their availability throughout the duration of the project.
- D. Insurance Certificate: Provide a sample insurance certificate, which identifies types of coverage's, offered by your firm.
- E. Example Survey: Provide one (1) relevant example survey document.

Fee Structure

- A. Provide a cost estimate for items identified in the RFQ/P, this shall be broken out into a separate price per facility.
- B. If subcontracting utility locates, the Contractor shall identify the utility locate firm, and break out pricing per building.
- C. Provide fee schedules / Billing rates and reimbursables.

Evaluation Criteria

Award of Contract will be based on the following:

- A. Fee structure and schedule
- B. Approach to the work
- C. Work experience
- D. Experience of key personnel
- E. Example survey

Award of Contract

- A. All submitted responses will receive a decision memorandum following the selection process.
- B. Submission of a proposal indicates Firm's acceptance of the evaluation method. The district reserves the right to reject any or all proposals for any reason, and to re-issue the RFQ.
- C. The District's Consultant Agreement will be attached at the time answers to questions/clarifications are provided (11/19/20), by submitting qualifications, fee proposal, and billing rates, the Consultant agrees to the terms and conditions of the agreement and will sign the agreement as written.