

## **Request for Proposals Professional Land Surveying Services**

### **Project Overview**

The Village of Hastings-on-Hudson is interested in retaining a Consultant to perform professional land surveying services for a 290-foot length of Main Street, located in the Village of Hastings-on-Hudson (see enclosed Survey Limits Map). This Request for Proposals (RFP) is intended to help the Village select a qualified and experienced Consultant.

Main Street is a forty-eight-foot-wide ROW which contains sidewalks on both sides of a two-lane curbed road with parking on both sides. This street is densely lined with residential and commercial buildings. This survey will be used as a component for Westchester County to generate construction documents for the replacement of sidewalks and drainage. See Survey Limits Map for more detailed information.

The Village will provide the surveyor access to the tax maps. Right of way information is the responsibility of the surveyor to collect through the regular means of property searches. The Village of Hastings-on-Hudson will be procuring this survey for the County of Westchester's use.

The Consultant shall perform a property line and topographic survey, in the area as defined on the enclosed project map. The selected Consultant will interface with the Village through the Village Manager's Office. All proposals shall be based on a period of performance commencing on award of the agreement to the selected Consultant. All survey work must be completed and all deliverables must be received within thirty (30) days from the date of authorization to proceed. For further information contact the Village Manager's Office – telephone (914) 478-3457.

### **RESPONSE DATE**

Respondents are required to submit 1 original and 2 copies of their proposal and Quote Sheet. Proposals and attachments must be **received no later than 10:00 a.m. on Tuesday, February 16, 2021**, and should be addressed to:

**Village of Hastings-on-Hudson  
Village Clerk's Office  
7 Maple Avenue  
Hastings-on-Hudson, New York 10706**

Or online making use of the Village's BidNet site: [www.bidnetdirect.com/new-york/hastings-on-hudson](http://www.bidnetdirect.com/new-york/hastings-on-hudson)

Interested Consultants may submit questions in writing to [villagemanager@hastingsgov.org](mailto:villagemanager@hastingsgov.org) up to 4:00 PM on February 8, 2021.

Answers will be posted online at <https://www.hastingsgov.org/village-clerk/pages/legal-public-notice> in the appropriate Bid Document file and distributed to all known bidders by 4:00 PM on February 11, 2021.

### **Scope of Work**

The surveyor will be required to provide a topographic and right of way survey with stationing.

The survey shall be prepared by a New York State Licensed Land Surveyor and shall be provided in the manner defined under section "Deliverables". Prevailing wage rates for Westchester County as established by NYS Dept. of Labor are applicable. The surveyor will be required to coordinate directly with the appropriate utility

companies to have the existing utilities marked out. The survey shall include but not be limited to the following requirements:

1. Locate all property lines (R.O.W.) and easements within survey limits.
2. Contours at one-foot intervals.
3. Scale at 1" = 20' - 0".
4. Drainage pipes, drains, invert elevations, manholes, drop inlets, pipe outlets, and drainage channels.
5. Locate all buildings and structures and identify materials, use, and number of stories.
6. Spot elevations at:
  - a. Corners and entrances to buildings
  - b. All site features
  - c. Top and bottom of walls and steps (every 25')
  - d. Top & bottom of curb (every 25')
  - e. Road centerline and edge (with station points every 50 feet)
  - f. Trees over 6" in caliper (indicated by type and caliper)
  - g. Pedestrian/vehicular drop curbs
7. Utilities (i.e. gas, water, sewer) including all pipe sizes, material, inverts, rim elevations and valve boxes, including overhead utility wires.
8. Locate and label all waterways within the project limits
9. Rock outcrops and stone walls
10. All guiderails, bollards, fences, gates, signs and inground site furniture.
11. Wooded areas
12. Maps to be done in digital form (Civil 3D or higher)
13. Control points used to establish the survey must be included in the digital form of the drawing. Survey may be aerially photographed for the purpose of establishing the topography; however, critical spot elevations shall be field verified.
14. Stationing shall start at the centerline point of Warburton Avenue and Main Street.

### **Deliverables**

1. Maps showing Right of Way line, structures, topographic data, and all of the above, plotted on 22" x 34" paper copies including, north arrow, legend, and scale (both written and graphic) on a County Title Block and Border, which will be provided to the surveyor at the time of contract signing. Hard copy to be stamped by licensed Land Surveyor.
2. Digital copy of survey in Civil 3D or higher shall be provided on via e-mail with the survey at 1:1 in model space. Original spot shots including point, description, and elevation information shall be included.

### **General Provisions**

The Village of Hastings-on-Hudson reserves the right, and at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

1. To reject any and all proposals;
2. To issue additional solicitations for proposals and/or amendments to this Request for Proposals;
3. To waive any irregularities in proposals received after notification to proposers affected;
4. To select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;

5. To conduct investigations with respect to the qualifications of each proposer;
6. To exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. To enter into an agreement for only portions, or not to enter into an agreement for any, of the services contemplated by the proposals;
8. To select the proposal that best satisfies the interests of the Village and not necessarily on the basis of price or any other single factor.

If the Village selects a proposal, a formal written contract shall be entered into between the Village and the successful proposer. The proposal or any part thereof, submitted by the successful proposer, may be attached or become part of the contract. The contract shall not become binding until signed by both parties and approved by the Village Attorney.

### **Proposal Requirements**

This RFP is intended to provide interested Consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFP, and should adhere to the following format:

1. A brief understanding of project objectives and the scope of work. This shall include a proposed work schedule for the survey work, in a time of duration format.
2. All proposals shall be accompanied by the detailed methodology used in defining layers formatted for AutoCAD use.
3. A list of recent and relevant experience in similar-type projects. Please include information such as project cost, size, etc. Also provide reference information including a project contact name, telephone number and address.
4. Resumes of key individuals that will be assigned to the project. Resumes should indicate how long the employee has been with the firm, as well as proposed project responsibilities. Please note that a principle of the firm responsible for the project must be a Licensed Land Surveyor in the State of New York, and the firm must have a certificate from the NYS Education Department permitting it to provide land surveying services.
5. Compensation for Consultant services shall be presented in a Lump Sum format for the entire project, which shall include all direct and indirect costs (ie. overhead, travel, expenses, etc.). A consultant fee schedule should also be provided. Schedule of payments shall be made in the form of invoices, payable on a monthly basis, based on the approximate percent of project completion.
6. All proposals should include a statement by the proposer concerning professional liability for negligent acts, errors and omissions and any other insurance coverage that would protect the Village of Hastings-on-Hudson from loss or harm should the proposal be accepted.
7. A duly authorized official of the proposer should sign each proposal. The proposal should also state that it is valid for at least 1 year from the date of submission.

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**Quote Sheet on Next Page to be completed for consideration.**

**Quote Sheet**

<b><u>Work Description</u></b>	<b><u>Unit</u></b>	<b><u>Unit Price</u></b>	
		<b><u>In numbers</u></b>	<b><u>In words</u></b>
<b>Surveying services</b>	<b>Lump Sum</b>		

The Village reserves the right to award the contract for surveying to any firm, as best meets the needs of the Village.

NOTE: Unit prices include all work necessary to complete, in place, each listed item including, but not limited to, labor, materials and incidentals. Unit prices are to be written in both words and numbers. In case of a discrepancy, those shown in words shall govern. All prices are to be in dollars and cents.

**Quote Submitted By:**

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(Firm Name)

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(Address)

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(Telephone No.)

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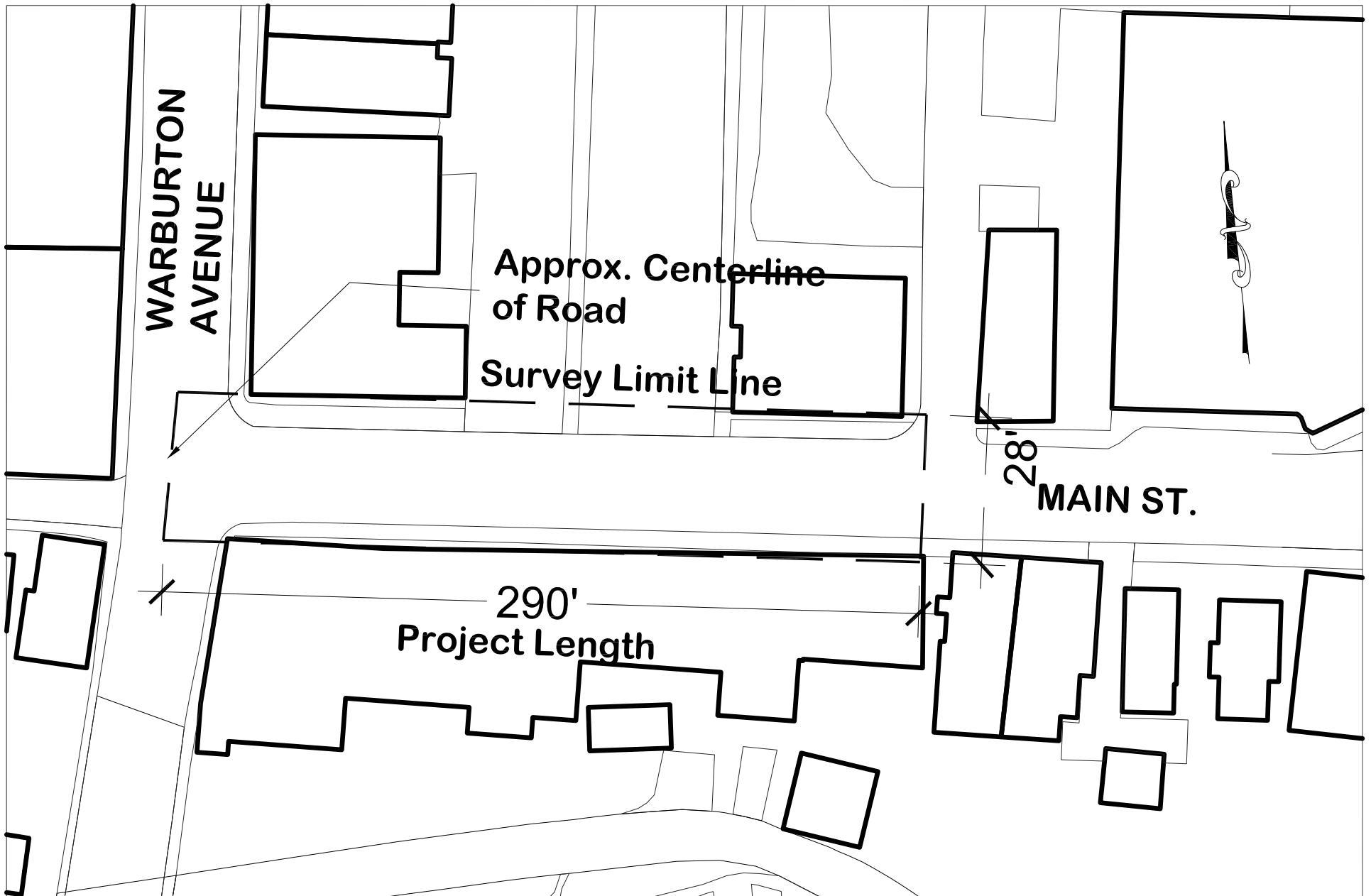
(Printed Name of Authorized Representative Submitting Quote)

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(Authorized Signature)

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Date:



<p>Westchester ny.com</p> <p>DEPARTMENT OF PLANNING DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT MICHAELIAN OFFICE BUILDING 148 MARTINE AVENUE WHITE PLAINS, NY 10601</p>		<p><b>Main Street Sidewalk</b> HASTINGS ON HUDSON, NEW YORK</p>	
<p><b>SURVEY LOCATION AREA</b></p>			
<p>DRAWN BY: <b>SBL</b></p>	<p>CHECKED BY: <b>SBL</b></p>	<p><b>JANUARY 15, 2021</b></p>	<p><b>SCALE 1" = 50'-0"</b></p>