

REQUEST FOR PROPOSALS  
Land Survey Services

RFP# 2016-01

Coastal Empire Montessori Charter School, CEMCO, acting by and through its Board of Trustees, is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide a proposal for Land Survey of the school's property. Through this process CEMCO is looking to achieve the following goal: a full land survey of the school's property that informs planned school growth. To this end, CEMCO encourages proposals that will achieve this goal, and is seeking to engage one firm for this service.

This RFP is also available on the CEMCO website under the Community Tab:  
<http://www.cemco.org/rfp.htm>

Proposals will be accepted no later than 11:30 A.M. on February 11, 2016, at which time they will be publicly opened and a list of offerors registered. Faxed responses will not be accepted. Site visits can be scheduled upon request. If you have any questions or inquiries concerning this proposal, please submit them in writing at the school or by email to [teresa.middleton@cemco.org](mailto:teresa.middleton@cemco.org) on or before 4:30 P.M., January 28, 2016.

Administrative Information

Final proposals, as further described herein, should be addressed to:

Teresa Middleton, Business Manager  
Coastal Empire Montessori Charter School  
301 Buckhalter Road  
Savannah, GA 31405

PHONE: (912) 395-4075

HOURS: 10:00AM – 5:00PM

Time is of the essence, and any proposal received after the announced time and date for submittal will not be considered.

Enclosed is a proposal packet outlining the items being solicited, instructions describing the submission of the proposal, and an explanation of the proposal evaluation process.

Respondents to this RFP should mail or deliver in person one (1) paper copy or one (1) PDF electronic copy submitted to [teresa.middleton@cemco.org](mailto:teresa.middleton@cemco.org).

Please include in the proposal package a copy of the current business license(s), Three (3) references. Your interest and participation in submitting a proposal is appreciated.

## PROPOSAL PACKAGE

### RFP# 2016-01 Land Survey Services

This proposal package defines:

1. Services sought
2. Generally outlines
  - a. Requirements,
  - b. Timeline for RFP,
  - c. Decision criteria for bid evaluation, and
  - d. Timeline for the actual work

### **Background**

CEMCO operates a public charter school (K - 5th grade) serving the Chatham County area. Currently operating in modular buildings. CEMCO is seeking specialized services to generate a complete land survey of its 9 acres of land. This present RFP solicits proposals limited to land surveying for the site/land located at 301 Buckhalter Road, Savannah, GA 31405.

### **Scope of Work for the Present RFP**

The school expansion requires the services of a land surveyor that includes depicting the findings of the survey and accurately documenting the existing physical site conditions, including, but not limited to:

1. Property and easement lines;
2. Location and elevations of structures;
3. Location and elevation of other physical features;
4. Locatable restrictions;
5. Rights-of-way/easement lines affecting the parcel; and
6. Topographic information.

Surveys will show:

1. Adjacent streets and driveways and the limits of pavement, gutters and sidewalks;
2. Public utilities as identified from the record or evidenced on the surface of the ground (contact utility companies to determine what services are available at each facility);
3. Underground utilities not evidenced on the surface will be shown as they are available from ANY existing records; and
4. Existing site improvements, including the following:
  - a. Buildings and other structures including finished floor elevations;
  - b. Roads, gutters, curbs, curb cuts, steps, ramps, landings and walks;
  - c. Old foundations, excavations and wells;
  - d. Light poles, irrigation back-flow valves and control valve boxes;
  - e. Play structures, sport courts, fields, planter boxes, fixed tables and benches;
  - f. Fencing and gates;
5. Any additional relevant information that may inform future development.

Maps will show natural features within the limits of the survey, including ponds, trees, rock outcroppings, swales, depressions, and other features evidenced during the survey.

In addition, the successful consultant will ensure that CEMCO complies with all laws and regulations concerning land surveying and site planning

## **Time of Performance**

CEMCO is requesting the selected firm to complete the land surveyor services by March 17, 2016.

### **RFP Timeline and Actual Work Schedule**

1. January 21, 2016 - Advertisement for Bid and Release of RFP# 2016-02-2
2. January 28, 2016 - Deadline for submission of questions concerning RFP# 2016-01
3. February 11, 2016 - All proposals due to CEMCO main office by 11:30 A.M.
4. February 15, 2016 - Proposal reviews and selection; interviews of firms (if required)
5. February 18, 2016 - Notification to selected firm and anticipated contract award date
6. March 17, 2016 - Work completed; land survey submitted to [teresa.middleton@cemco.org](mailto:teresa.middleton@cemco.org) or to the CEMCO main office by 5:00 P.M.

## **Selection Criteria: Terms and Conditions**

The most highly qualified offerors designated from the RFP process will provide a Proposal consisting of a detailed scope of services, proposed fee, and schedule. After submission of the Proposal offerors may be requested to participate in an interview process.

After the evaluation, the Selection Committee will identify the consultant/firm that can provide the greatest overall benefit to CEMCO. Should CEMCO be unsuccessful in negotiations with the firm with the highest score, the firm with the second highest score will be extended the opportunity to negotiate a contract.

Each Proposal will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

### *Statement of Proposals Response (100 Points)*

1. 40 points – Cost of the overall service
2. 05 points – Quality of service (demonstration that consultant/firm actually has an effective quality control program in place and operational)
3. 20 points – Demonstrated ability to work within the proposed timeline
4. 10 points – The extent to which the service meets the need (demonstration that the prospective consultant/firm has actually provided high quality accurate land surveys including maps and plats)
5. 20 points - Applicable references (demonstrated breadth of experience in actually performing land surveys, site planning and other related services requested in this RFP for other customers)
6. 05 points – Litigation History (declaration of non-issue or summary of litigation, arbitration and negotiated/settled history with previous clients)

### *Business Information*

Upon submission of proposals please provide the following information:

1. Firm name
2. Address
3. Telephone
4. Fax
5. Name and Email of main contact
6. Social Security number or Federal Tax I.D. Number (whichever is applicable)

### *Other stipulations*

Each submittal must conform and be responsive to the requirements set forth in this RFP. CEMCO reserves the right to waive any informalities or irregularities in received submittals. Further, CEMCO reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. CEMCO hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit their responses to this RFP, and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition, physical disability, or sexual orientation on consideration for the award. CEMCO reserves the right to change the dates on the schedule without prior notice.