



6 MICHIGAN STREET
HUDSON FALLS, NEW YORK 12839

Town of Kingsbury

EIN: 14-6002266

PHONE: 518-747-2188

FAX: 518-747-9115

REQUEST FOR PROPOSAL (RFP) SURVEYING SERVICES

BURGOYNE AVENUE WATER EXTENSION

CONTRACT NO. D040172

**FUNDED BY THE NEW YORK STATE
DEPARTMENT OF TRANSPORTATION**

ISSUED BY:

**TOWN OF KINGSBURY
6 MICHIGAN STREET
HUDSON FALLS, NY 12839**

RFP DATE: MAY 6, 2021

RFP DEADLINE: MAY 17, 2021

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP,
contact Rebecca Pomainville at (518) 747-2188 x.3005

Email: Comptroller@kingsburyny.gov



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1. SUMMARY AND BACKGROUND

The Town of Kingsbury (Kingsbury) is currently accepting proposals for surveying services relating to the Burgoyne Avenue Waterline Extension Project. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the requirements of this project.

2. PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until **3pm EST, May 17, 2021**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Kingsbury is not liable for any cost incurred by proposers in replying to this RFP.

All costs must be itemized to include an explanation of all fees and costs. A timeline for availability and survey completion must be included with the proposal. The evaluation and selection of a Surveyor will be based on the lowest, most responsible bidder. Elaborate proposals (e.g., expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary nor desired.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Kingsbury's attorney.

Proposers must submit, in a sealed package, one original plus 5 identical copies of all materials required for acceptance of their proposal on or before RFP deadline. All proposals must include **Attachments A** to be considered complete and valid for consideration.

3. PROJECT PURPOSE AND DESCRIPTION

Kingsbury has been awarded a \$250,000 grant from the New York State Department of Transportation (NYSDOT) to extend the waterline beginning at the intersection of Michigan Street and Burgoyne Avenue, approximately 600 ft to 1000 ft of waterline. Strict compliance with NYSDOT grant requirements is required. For Service Contracts less than \$25,000 there are no M/WBE requirements. Kingsbury requires the services of a professional land surveyor along this section of Burgoyne Avenue to facilitate the design of the new waterline.



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4. PROJECT SCOPE

The scope of this project includes the field services required to survey both sides of the entire 1000 ft section along Burgoyne Avenue (NYS Rt. 32) in the Town of Kingsbury, from Michigan Street south to Franklin Street, site map is attached. The Surveyor shall locate the horizontal and vertical positions of all prominent features within 75 feet on each side of the roadway centerline within the project area.

The specific tasks the Surveyor will perform as part of the Basic Services in relation to the Site are as follows:

- A. **Boundary Survey.** Perform boundary survey of subject property to include field survey locating boundary markers and boundary evidence; office computation and plotting of field data; deed research and plotting to establish record boundary of subject property; correlation of field evidence with record boundaries and preparation of boundary survey map. Special attention is to be given to the NYSDOT ROW boundaries.
Special note: For those areas along the eastern NYSDOT ROW, the metes and bounds of an area 25 ft from the edge of the ROW shall be shown on the survey map as a future potential Town utility easement.
- B. **Topography Survey.** Perform topography survey of subject site shall include but not be limited to: road centerline, roadway edge line, edge of pavement, pavement markings, curbs and barriers, sidewalks, driveways/curb cuts, drainage structures, ditch lines, buildings, fences, signs, light piles/luminaires, utility poles/structures, monuments, mailboxes, trees and vegetation, all below- and above-ground structures, infrastructure features, sanitary sewer manhole rim elevations, pipe size and inverts, stormwater conveyance structures, etc. Survey datum will be: Horizontal NAD 83 and Vertical NAVD 88. Topography will be compiled by ground survey methods and mapped at a scale of 1" = 20' with 1' contour intervals. AutoCAD deliverables will be provided. Surveyor to provide at least 2 benchmarks with elevations shown on map.
- C. The survey will be prepared in accordance with the Code of Practice for land surveys adopted by the NYS Association of Professional Land Surveyors, as last revised on July 18, 1997.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

May 17, 2021 at 3:00 p.m.	Deadline for submitting surveying proposal
May 17, 2021 at 7:00 p.m.	Opening of proposals at Town Board Meeting
May 18, 2021	Notification of awarded proposal

Kingsbury reserves the right to reject any and all proposals in full and/or in part, waive any informalities, issue subsequent RFPs, cancel the entire RFP, remedy technical errors in the RFP process, and seek assistance in the evaluation process.

ATTACHMENT A

Proposal Cover Page and Statement of Non-Collusion

TOWN OF KINGSBURY – Surveying Services: Burgoyne Waterline Extension Project

Company Name			
Street, City			
Phone #		Fax #	
Contact Name		Title	
Email			
EIN			

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

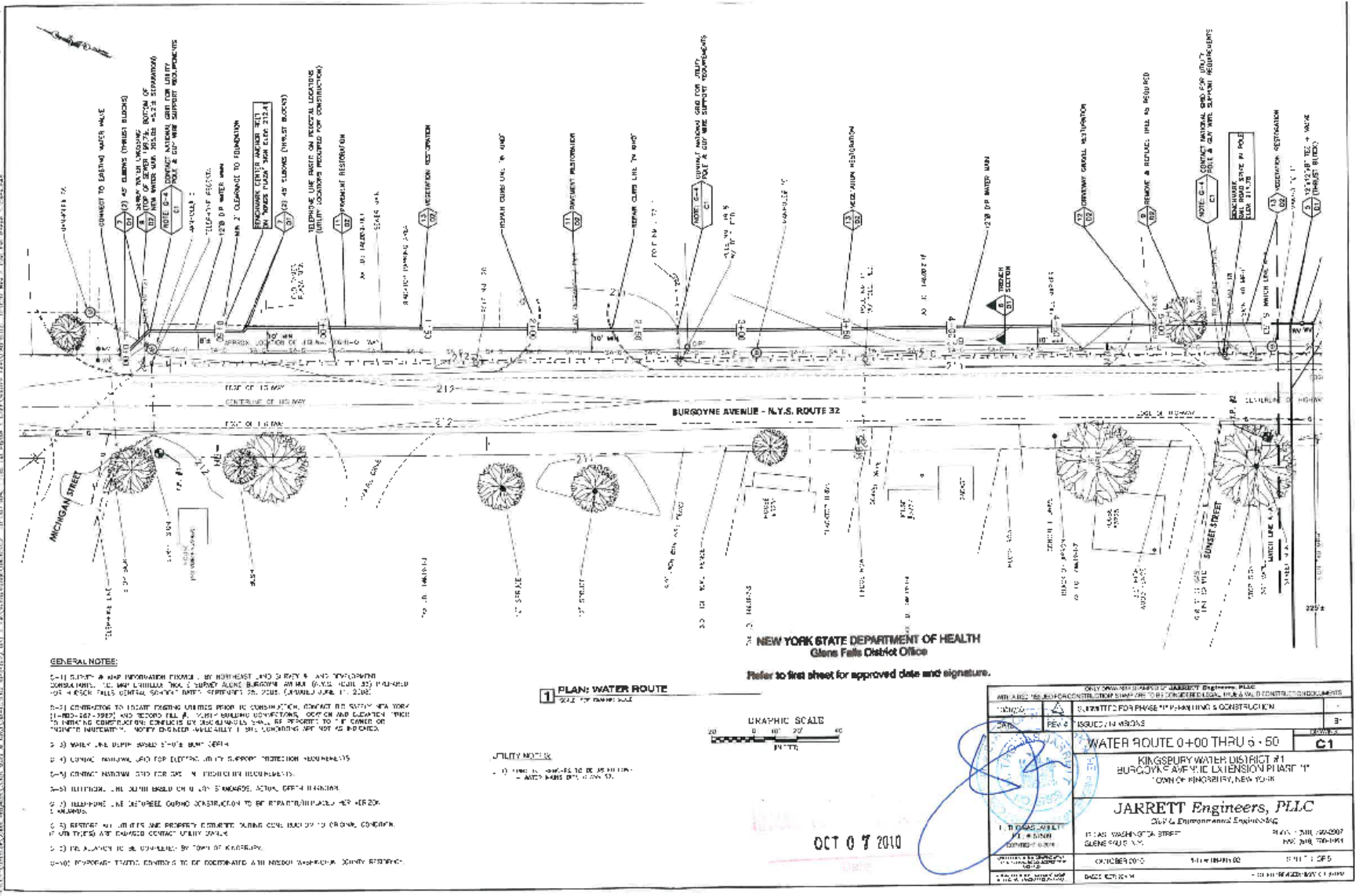
(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

By signing below, I hereby represent and warrant that I am signing with full and complete authority to bind the above reference company to each and every term of this Agreement.

Signature

Date

Printed Name



GENERAL NOTES:

- 1-1) SUPPLY A NEW INFORMATION DRAWING BY NORTHWEST AND SURETY & ASSOCIATES CONSULTANTS, INC. 211 WEST 34TH STREET, 11TH FLOOR, NEW YORK, NY 10018-3754. ALL CHANGES TO THIS DRAWING SHALL BE MADE BY THE ENGINEER.
- 1-2) CONTRIBUTION TO EXISTING EXHAUST SYSTEMS IS TO BE DETERMINED. CONTACT THE CITY OF NEW YORK DEPARTMENT OF ENVIRONMENTAL CONSERVATION, 600 WEST 26TH STREET, NEW YORK, NY 10001, FOR INFORMATION ON THE CITY'S EXHAUST SYSTEMS.
- 2) WATER LINE DEPTH SHALL BE 6'-0" UNLESS NOTED OTHERWISE.
- 3) EXISTING MANHOLE AND TRENCH UTILITY PROTECTION REQUIREMENTS SHALL BE MAINTAINED.
- 4) CONTACT NEARBY GAS AND ELECTRIC UTILITIES PRIOR TO CONSTRUCTION.
- 5) TELEPHONE LINE DEPTH SHALL BE 6'-0" UNLESS NOTED OTHERWISE.
- 6) EXISTING MANHOLE AND TRENCH UTILITY PROTECTION REQUIREMENTS SHALL BE MAINTAINED.
- 7) THE LOCATION TO BE DETERMINED BY THE CITY OF NEW YORK DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
- 8) THE LOCATION TO BE DETERMINED BY THE CITY OF NEW YORK DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

1 PLAN: WATER ROUTE



NEW YORK STATE DEPARTMENT OF HEALTH
Glens Falls District Office

Refer to first sheet for approved date and signature.

DESIGNED BY: JARRETT ENGINEERS, PLLC		DATE: 10/07/10	
CHECKED BY: JARRETT ENGINEERS, PLLC		DATE: 10/07/10	
PROJECT: WATER ROUTE 0+00 THRU 6+60		SHEET: 1 OF 5	
<p align="center">JARRETT Engineers, PLLC Civil & Environmental Engineering</p> <p>110 WEST 34TH STREET, 11TH FLOOR, NEW YORK, NY 10018-3754 PHONE: 212-850-4400 FAX: 212-850-4401</p>			

Attachment C

