

REQUEST FOR PROPOSAL: LAND SURVEYING SERVICES

Issue Date: October 22, 2018

Due Date: 12:00 P.M., November 22, 2018

I. Introduction

The Paiute Indian Tribe of Utah is seeking proposals from qualified firms or individuals who can assist the tribe with performing comprehensive land surveying on its Reservation.

II. Background Information

The Paiute Indian Tribe of Utah is in the process of updating its land records and needs to develop accurate and up-to-date land lot surveys for the purposes outlined in Section III of this RFP.

Tribal Demographic Reservation Areas include:

1. PITU Tribal Land in Cedar City (see map below)

The finished product will be used for mapping, leasing, housing, economic development, and support the Tribe with updating its Reservation Land Use Plan.

III. Services Required

The following is the minimum work requested under this RFP:

1. Conduct general land survey's for an estimated 55 property block lots on the PITU reservation in accordance with industry accepted standards and practices as well as the requirements of the local governing jurisdiction.
 - a. Survey work efforts may be for obtaining information for site development plans, boundary surveys for land acquisition, environmental assessments and capital project construction sites.
2. Provide field data on reproducible media and on electronic file in a format compatible with the latest version of AutoCAD, or the version used by the Paiute Indian Tribe of Utah, and one copy of field notes or data collector information.
3. Firms must use their own personnel, equipment, materials, supplies, accessories, office space, etc. to perform the required work.
4. Work may be needed on a quick turn-around basis.

Surveys may include but not limited to:

- Horizontal and vertical site control analysis
- Topographic surveys
- Cross-section and profile survey
- Location and as-built surveys
- Record plat and easement plat preparation

- Construction layout and cut sheet preparation
- Preparation of Plats of Revision for easements
- Digital terrain modeling
- Aerial mapping
- Right-of-way acquisition
- Construction surveying
- Subdivision plats
- Plan and profile surveys
- Provide legal boundary surveys
- Provide construction staking
- Provide legal descriptions of any right-of-way or easements
- Miscellaneous surveying services as required by the Tribe..

IV. Fees for Services

The Paiute Indian Tribe of Utah will seek contractors best qualified as determined by an evaluation process as highlighted in the RFP and negotiate a contract with the contractor. Fees for services will be a consideration along with demonstrated qualifications. Fees for services will be used as an indicator of the consultants understanding of the requirements of this RFP.

V. Submittal Requirements

The following information must be included in the proposal:

- a. Transmittal letter.
- b. A brief statement of the contractors understanding of the goals of this project and the services requested in this RFP.
- c. A proposed work plan indicating:
 - i. Tasks to be accomplished;
 - ii. Work schedule;
 - iii. Consultant personnel and/or subcontractors expected to perform each major task;
 - iv. Person/hours and costs required to accomplish each task;
 - v. The anticipated involvement, and the timing that involves PITU staff;
- d. Firm Fixed Price for total costs to complete the project.
- e. The names, addresses, and contact persons for individuals who will be working on this project and their recent experience on similar projects.
- f. Qualificaitons of key individuals who will be assigned to this project and their availability during relevant time periods.
- g. Past record of performance of the contractor - The proposal should include names and telephone numbers of any clients who can provide references regarding performance.
- h. Certificate of Good Standing.

VI. Evaluation Criteria and Process

A selection committee will conduct an evaluation of qualifications and will rate each submittal based on the following criteria:

- Experience.

- Understanding of services to be provided.
- Quality of Firm and Personnel.
- Capability and Capacity of the Firm.
- Record of Past Performance.
- Experience working with Tribal governments.
- Proposals that are the most advantageous to the Paiute Indian Tribe of Utah.
- Proposals that best meet the needs of the Paiute Indian Tribe of Utah.

VII. Deadline for Submissions of Proposals

Two (2) copies of the proposal and one (1) electronic copy must be received by the Paiute Indian Tribe of Utah before 12:00 P.M., November 22, 2018. One (1) copy should be submitted as a loosely-bound reproducible copy. All copies of the proposals must be under sealed cover and plainly marked as “Land Surveying Services” and delivered or mailed to:

Paiute Indian Tribe of Utah
ATTN: Shane Parashonts
440 North Paiute Drive
Cedar City, UT 84721

VIII. Questions

Any questions regarding this proposal are to be submitted to:

Shane Parashonts
Paiute Indian Tribe of Utah
440 North Paiute Drive
Cedar City, UT 84721
(435) 586-1112 x 101
sparashonts@utahpaiutes.org

IX. Contract Award

It is anticipated that the contract will be awarded no later than December 2018.

X. Additional Information

1. Insurance and Bonding

- a. Contractors shall maintain and provide evidence of the following insurances:
 - i. Workers Compensation Insurance
 - ii. Comprehensive General Liability
 - i. Coverage shall have limites of not less than \$750,000 per claim, \$1,500,000 per occurrence, combined single limit for body injury and property damage.
 - ii. The firm shall name the Paiute Indian Tribe of Utah as additional insured and provide a certificate of insurance to the Tribe prior to beginning work.
 - iii. Professional Liability
 - i. Firm shall maintain occurrence coverage with combined single limits for each wrongful act of \$1,000,000 per occurrence and \$1,000,000 aggregate per year

to cover such claims as may be caused by any act, omission, negligence of the firm or its officers, agents, representatives, assigns or subcontractors.

- b. Should the contractor fail to provide evidence of such certificates or make arrangements as required by this agreement, the Paiute Indian Tribe of Utah may cancel the Agreement.

XI. Miscellaneous

1. The Paiute Indian Tribe of Utah's Tribal Council reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the Tribal Council's sole judgment, best meets the requirements of the project.
2. The RFP creates no obligation on the part of the Tribe to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Tribe reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely on the opportunity to alter their qualifications during discussions.
3. The Tribe further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Tribe may request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the Tribal Council should not, upon written request, disclose such materials.
5. The vendor awarded the contract will be subject to the Paiute Indian Tribe of Utah's procurement policies and procedures, codes and ordinances.

