



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
email: citymanager@cityofseldovia.com
website: www.cityofseldovia.com

Request for Proposals

Professional Survey Service for

Cedar Street Platting and Associated Survey Tasks

The City of Seldovia, Alaska is requesting proposals from qualified survey firms for the project described herein. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the selection criteria.

INTRODUCTION - The City of Seldovia in coordination with a citizens committee of land owners in the area are interested in correcting a non-platted roadway (Cedar Street) and making the record show the proper arrangement. Currently a roadway has existed across private property for many years and it is the wish of both parties to correct this issue.

SCOPE OF SERVICES - The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to prepare bid documents and provide project management support. The bid must be itemized by project listed below including all expenses per job:

- A. Survey the following lots and plat Cedar Street to continue as a 20 foot Right of Way through below said parcels to adjoin the intersection of Kachemak Street and Lake Street: Parcel ID # 19206311, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 11 BLK 4; and Parcel ID # 19206310, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 10 BLK 4; and Parcel ID # 19206309, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 9 BLK 4; and Parcel ID # 19206308, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 8 BLK 4; and Parcel ID # 19206403, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 3 BLK 24; and Parcel ID # 19206404, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 2 BLK 24; and Parcel ID # 19206406, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 1 BLK 24.

- B. Vacation of the lot line between two parcels owed by the same person: Parcel ID # 19206310, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 10 BLK 4; and Parcel ID # 19206309, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0000216 FRANK RABY SUB LOT 9 BLK 4.
- C. Vacation of the lot line between two parcels owed by the same person: Parcel ID # 19206403, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 3 BLK 24; and Parcel ID # 19206404, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 2 BLK 24.
- D. Survey Willow Street in its current configuration and plat it as a 20 foot right of way. Correct the as-builts between: Parcel ID # 19206406, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0001771 TOWNSITE OF SELDOVIA USS 1771 LOT 1 BLK 24; and Parcel ID # 19206520, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0830009 SELDOVIA TOWNSITE BLK 27 REPLAT USS 1771 LOT 6-A; and Parcel ID # 19206519, T 8S R 14W SEC 32 SEWARD MERIDIAN SL 0830009 SELDOVIA TOWNSITE BLK 27 REPLAT USS 1771 LOT 5-A.

RFP GENERAL REQUIREMENTS - The following information is presented as a guideline for the preparation of the proposals:

- A. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this section may be considered incomplete and may be deemed non-responsive by the City. Interested firms can submit one original and five copies of the completed proposal in an opaque envelope marked as follows:

CEDAR STREET PLATTING AND ASSOCIATED SURVEY TASKS
SELDOVIA, ALASKA
PROPOSAL DATED: _____

The proposals shall be addressed to:

City of Seldovia, City Clerk
P.O. Drawer B
Seldovia, Alaska 99663

Proposals in .pdf format can be emailed to the City Clerk at cityclerk@cityofseldovia.com.

Proposals shall be received at the office of the City Clerk until August 28, 2017 at 0800.

- B. Direct technical questions regarding this proposal to Tod Larson, City Manager, City of Seldovia, (907) 234-7643. Direct proposal submission questions to Heidi Geagel, City Clerk, City of Seldovia, (907) 234-7643.

PROPOSAL FORMAT AND CONTENT

Letter of Transmittal (one-page maximum) – The transmittal letter shall identify the project for which the proposal has been prepared; briefly state your firm’s understanding of the services to be provided; make a positive commitment to provide the services specified; and give the name, title, address, and phone number of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

Proposal Narrative – The proposal narrative shall provide the following information:

- A. Statement of Work – A restated SOW so the City has confidence in the understanding of the project.
- B. Cost – The bids must be inclusive of everything required from the survey field work, any office work required, any travel/lodging/food, submittal fees, recording fees, title reports and Kenai Peninsula Borough fees, reports, requirements. Provide a clear and concise bill that is broken down into the following four sub-areas with a final total cost:
 - a. The bid for surveying the following lots and platting Cedar Street to continue as a 20 foot Right of Way through below said parcels to adjoin the intersection of Kachemak Street and Lake Street.
 - b. The cost of the vacation of the lot line between two parcels owed by the same person Parcel ID # 19206310 and Parcel ID # 19206309, converged into one lot.
 - c. The cost of the vacation of the lot line between two parcels owed by the same person Parcel ID # 19206403 and Parcel ID # 19206404 converged into one lot.
 - d. Survey Willow Street in its current configuration and plat it as a 20 foot right of way. Correct the as-builts.

SELECTION PROCESS

The City of Seldovia reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

The City of Seldovia reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews with a “short list” of the highest ranked firms. The highest ranked proposer will be invited to enter into negotiations with the City of Seldovia for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Seldovia reserves the right to terminate negotiations with any proposer should it be in the City of Seldovia’s best interest.

PROPOSED PROJECT SCHEDULE

Proposals Due	August 28, 2017
Notice to Proceed	August 31, 2017
Project Completion	April 1, 2018