**Request for Proposals**

**Boundary Survey**

**Property: \_\_\_\_\_\_\_\_\_\_NAME**

* \_TOWN\_\_\_ Tax Map \_\_, Lot \_\_
* Approximately\_\_\_\_ acres +/-
* \_\_\_\_\_\_ Road
* \_\_\_TOWN\_\_\_\_, NH
* RCRD: Book \_\_\_\_\_\_, Page \_\_\_\_\_\_\_\_
* Existing Plans of record: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner:**

NAME, ADDRESS PHONE

**Client/Project Manager:**

Town of Durham

Attn: \_\_\_\_\_\_\_\_\_\_

8 Newmarket Road

Durham, NH 03824

(603) 868-5571

**PROPOSALS To:** Project Manager via email ( ), mail, or fax: 603 868-1858. Proposals are due by \_\_\_\_TIME\_\_\_\_ on \_\_\_\_\_\_DATE\_\_\_\_\_

**Description of Work to be Performed:**

**Task 1**

1. Complete a perimeter boundary survey of the property and locate existing structures and improvements on the property, including powerlines, easements, and wells.
2. Produce a recordable plan depicting the property.
3. Set monumentation at all unmonumented corners and provide flagging at all corners. Prior to the client making its last payment to the Surveyor, the Surveyor shall provide a signed and stamped certificate that all monumentation shown on the plan has been set.
4. Produce legal description of the property in MS Word format.

**Task 2**

1. Blaze and paint the boundary with red paint in accordance with the attached property boundary maintenance protocol

**The surveyor will:**

1. Supply electronic PDF and/or full-size copies of the draft plan for review by the Trust and other parties, as determined by the Southeast Land Trust.
2. Ensure that the Plan meets the Rockingham County Registry recording requirements by bringing the final draft to the Registry for review prior to providing the final draft to the client.

**Requested Bid Format:**

The proposal should provide a not-to-exceed figure for Task 1 and Task 2. In addition, the proposal should confirm that the qualifications and standards identified by this proposal will be met by the surveyor, and should specifically identify any exceptions to the qualifications and specifications of this request for proposals.

**Surveyor Qualifications**

The Surveyor shall meet the following minimum qualifications:

* The Surveyor shall be a current licensed land surveyor in the State of New Hampshire.
* The Surveyor shall certify on the plan to be recorded that the survey has been performed on the ground by him/her or under his/her direct supervision in accordance with N.H. Code of Administrative Rules Chapter Lan 500 Ethical Standards.
* The Surveyor shall maintain insurance of the following types and minimum amounts when under contract with the Southeast Land Trust:

Worker’s Compensation and Employer’s Liability/Worker’s Compensation Statutory

# Employer’s Liability $500,000/$500,000/$500,000

Commercial Automobile Liability

$1,000,000 combined single limit Bodily injury and Property Damage.

Commercial General Liability

$1,000,000 – per occurrence

$2,000,000 - annual aggregate

$2,000,000 - product/completed operations per occurrence

$1,000,000 - personal injury / advertising liability

Professional Liability Insurance

$1,000,000 per claim and annual aggregate.

* Certificate of Insurance**:** The Surveyor shall provide the Southeast Land Trust with certificates of insurance reflecting that Surveyor has obtained the coverage required by this Policy. Further, such coverage and certificates of insurance shall identify the Southeast Land Trust and the property owner as an Additional Insured with respect to auto liability and general liability insurance. The Certificates of Insurance shall reflect that there will be no cancellation or nonrenewal of Surveyor’s insurance without at least 30 days written notice to the Southeast Land Trust, and property owner.
* Insurance of Subsurveyors**:** The Surveyor will also cause other independent professional associates and consultants retained by the Surveyor for the project to procure and maintain comparable insurance coverage of the types and amounts required herein.

**Minimum Survey Specifications**

The survey shall meet the following minimum specifications:

* The plan shall be prepared in accordance with N.H. RSA 478:1-a Recording of Plats.
* The survey shall meet the accuracy specifications and positional tolerances for a Class 1 survey.
* The scale of the plan shall be 1:500 or larger (e.g., 1:100).
* The plan shall include a locus map.
* The plan shall provide at a minimum a north arrow showing true north and the declination for current magnetic north and clearly reference whether the plan is based on true or magnetic north.
* The plan shall show improvements and structures on the property (e.g., trails, buildings, wells, and septic systems).

**Deliverables**

1. Upon approval of the final plan, supply two (2) full-size black line/blueprint plans, one (1) reduced version of the plan on 11”x17” paper, and one (1) mylar for recording.
2. Supply an electronic version of plan in PDF format.
3. Supply an electronic copy of the survey layer(s) that contain the property boundaries and monumentation. The files shall be in either .dwg or .dxf format and tied into the New Hampshire State Plane Coordinate System, NAD 83 with a horizontal accuracy in the neighborhood of +/- 10 feet. Please note that the field work for the survey does not have to be tied to NAD 83, although the drawing needs to be tied in, likely using a low grade GPS unit. All polygons shall be closed in the electronic version provided and point features, if any, shall be represented by a point rather than a symbol. Appendix B entitled “Survey to GIS” provides further elaboration to help ensure that the data layer provided by the surveyor will work with the Southeast Land Trust’s GIS system. The purpose of this request is to reduce the time and improve the accuracy of the GIS land coverage.
4. Supply written boundary description of the property in MS Word format.

**Completion Date**

Please provide the date by which you can complete this project, but the date shall be no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Appendix A**

**Appendix B**

**“Survey to GIS”**

**Ensuring that the Electronic Version of the Survey Imports into ArcView**

The following information is intended to complement and expand upon the criteria established in the letter requesting a proposal:

1. Set up your CAD system to draw the plan as you typically do.

2. While the survey crew is in the field, have them take several control points with a handheld mapping grade GPS unit capable of 10’ +/- accuracy (does not have to be a survey grade GPS receiver), and make sure the GPS unit is set to NH State Plane, NAD 83, feet (also known as "NH grid").  THIS IS THE KEY STEP!  Our required coordinate system is NH State Plane, NAD 83, feet.

3. The CAD operator needs to take the perimeter only from the plans, and save it as a new layer. The operator then needs to use the control point coordinates that were taken by the crew and tie the perimeter to the NH State Plane system. Once this task is completed this is the file that is sent to Southeast Land Trust.