

**Parkrose School District  
Request for Proposals – Site Surveyor Consulting Services for Bond Projects  
November 2, 2011**

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**Overview**

The Parkrose School District (Owner) will be accepting proposals from qualified firms to provide Site Surveyor Consulting Services for the Parkrose School District Bond Projects.

The project will consist of the demolition and remodel of the Parkrose Middle School, limited remodels of Russell Academy, Sacramento Elementary School, Shaver Elementary School and Prescott Elementary School. There will also be the addition of three multi-purpose rooms one each at Shaver, Russell Academy and Sacramento. Total project budget for construction is approximately \$38 Million. The project team includes members of Parkrose School District and Heery International, Inc. (Heery).

The successful firm shall act on behalf of the Owner and under the oversight of Heery, who is providing general oversight of this work on behalf of the Owner. The responsibilities of the firm will include the Scope of Work described in Attachment 'A' of this request for proposal (RFP).

**Proposal Submission Requirements**

1. Provide a letter of interest, signed by an authorized representative of the firm, summarizing the firm's qualifications and experience. The letter of interest should be no more than two pages in length.
2. Complete the included proposal form, found in Attachment 'B' of this RFP.
3. Provide the information requested in Attachment 'B'. The proposal should generally follow the order reflected on the bid form.
4. Submit ten (10) bound copies of the proposal packet in a sealed envelope to the address listed below. The envelope should be marked "Site Surveyor Consulting Services for Bond Project Proposal" along with the proposing firm's name and address.
5. Only packets submitted to the Owner's administrative office by the time specified below will be considered. Any proposal received after the deadline will be returned unopened to the proposing firm without being considered.
6. Proposals received via electronic transmission will not be accepted.
7. Critical dates and timelines for the RFP process are located in Attachment 'C' of this RFP.

**Proposal Deadline and Location**

Proposals are due by November 15, 2011, 2:00 p.m. local time. Proposals shall be submitted to:

Mary Larson  
Director of Business Services & Operations  
Parkrose School District  
10636 NE Prescott Street  
Portland, OR 97220

**Questions Regarding the RFP**

All questions or comments associated with this RFP shall be made in writing and directed to Heery at the following:

Lou Tarnay  
Heery International  
9600 SW Barnes Road, Suite 320  
Portland, OR 97225  
Phone: 503-220-5992  
Fax: 503-226-1476  
Email: [ltarnay@heery.com](mailto:ltarnay@heery.com)

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**Selection Process**

The Owner shall select the firm by evaluating the firm's and staff's experience/history, qualifications and schedule of unit rates related to the scope of work provided in Attachment 'A'. The Owner shall select the firm who demonstrates that it best meets the needs of the Owner.

The Owner, or Owner representative, may conduct interviews with any firm (either by phone or in person) in order to clarify information in the proposals.

The Owner reserves the right to make any investigation deemed necessary to confirm information provided in the proposal.

**Additional Information**

1. The Owner reserves the right to reject any or all proposals.
2. This RFP and submitted proposals will become the basis for the Owner/Consultant Agreement.
3. The information contained in this RFP shall in no way relieve the proposing firm from complying with all applicable laws, codes, requirements or similar guidelines of any agency, whether local, state or federal in nature. Should any information contained in this RFP conflict such a guideline, the more stringent requirement shall apply.
4. Where listed in this RFP, the term "Contractor" shall be interpreted to include any prime contractor who has been awarded agreements by Owner for this project as well as any subcontractor/vendor contracted by them.

**List of attachments**

Attachment 'A' – Scope of Work  
Attachment 'B' – Bid Form  
Attachment 'C' – RFP Schedule

**Attachment 'A' – Scope of Work**

**Project Scope**

**Description:** This program will consist of survey for a new middle school on the site of the old middle school as well as three new multi-purpose rooms on three different sites. Each multi-purpose room will be approximately 4500 square feet. The project will consist of a topographic and boundary survey by a Professional Land Surveyor licensed in the State of Oregon of the sites listed and surrounding areas described within this request for proposal.

**Research:** The surveyor shall consult records on file with the county surveyor's office including previously recorded plats, deeds, records of surveys, title reports (to be provided by owner upon request prior to starting work), etc. The surveyor shall also research all available as-built drawings and utility maps to assist in identifying the subsurface and overhead utilities within the area of work. Surveyor shall make arrangements for utility locate service prior to fieldwork.

**Topographic Surveys:** The topographic surveys shall include topography within the location as defined above, as shown on Exhibits 1 – 4 Area of Work, and described below.

- 50-ft outside the subject boundary when adjacent to undeveloped land.
- 25-ft outside the subject boundary when adjacent to developed land.
- To centerline of adjacent public streets and rights-of-way.

The topographic surveys shall consist of the following items to the accuracy and precision defined by the National Society of Professional Surveyors and the American Land Title Association.

***General:***

- Provide vertical control tied to established City datum. Provide vertical control data on the survey.
- Ground tie and relate all visible, above ground improvements within the project limits.
- Existing ground shots, including any grade breaks, as required to define the existing ground surface, but no greater than a 50-ft square grid covering the property.
- Base mapping will be at a scale as requested with an associated terrain model sufficient to define contours at 1.0-ft interval; errors shall not exceed one-half foot contour interval.
- Tie and relate local datum benchmark and basis of bearings for future surveys.
- Show resolved boundary, rights-of-way, recorded or otherwise known easements, and possibilities of prescriptive rights-of-way and the nature of each.
- Locate and tie delineated wetlands and sensitive areas.
- Locate and tie geotechnical borings, test pits, and other items as directed by the engineer or architect.

***Structures:***

- Obtain location of all building features, including but not limited to corners, overhangs (horizontal projection only), doors, downspout locations, and finish floor elevations at all doors if possible.
- Location of all structures, man-made and natural surface features, fence lines, power poles, light standards, signage, equipment, walls, etc. within the survey limits.
- Locate all fencing and indicate height, material and color, gates, width of gates and direction of swing, number of gates (e.g. single or double, sliding, z-style, etc).

***Trees and Natural Features:***

- Plot location of landscaping, hedges, planters, walls, etc.
- Obtain trees per the requirements below
  - Trees greater than 6" DBH (Diameter at Breast Height), and name of species.

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- Show drip line of trees on-site and any drip lines that encroach over property from adjacent lots.
- Locate and describe all stumps greater than 12” in diameter.
- Show areas of dense vegetation (i.e. dense shrubs, etc.)

***Utilities:***

- Obtain all overhead utility lines, poles, pole numbers, guy anchors, types of lines if possible, and any leads to buildings.
- Show exact size and orientation of all utility vaults and pads greater than 2-ft in any dimension with grade shots at each corner, and one grade shot on center. All other utility boxes shall be shown as a typical symbol with elevation.
- Indicate location of water, gas mains and other utilities in the vicinity of the property as identified through the Oregon Utility Center's One-Call System.
- Indicate all hydrants along the property frontage on either side of the road(s) or within intersections. Indicate hydrants that are within 500-feet of the property.
- Indicate location of electrical and telephone services.
- Indicate location, size, depth, and direction of flow of sanitary sewers, combination sewers, storm drains and culverts serving or on property. Provide sanitary and storm drainage rim and inverts at least one structure downstream of the site frontage to allow for calculation of pipe slopes. Indicate if inverts were not obtained and why.

***Site Features:***

- Locate parking lot directional symbols, lines, colors of lines, crosswalks, ADA stalls, etc. Locations shall be by actual location, not by averaging.
- Obtain limits of surface material changes (e.g. grass to gravel to asphalt to concrete).
- Show front and back of all curbs, including extruded curbs, with ground shots.

***Roadway Features:***

- Survey to the centerline of the right-of-way, crown of road, or centerline of roadway, whichever is furthest from the subject property where indicated.
- Survey the full right-of-way where shown.
- Indicate location of existing roadway striping and signing, to include crosswalks, arrows, bike lane markings, lane lines, parking spaces and all traffic control signs

**Electronic Survey Data:** The topographic and boundary surveys shall be submitted to the Client in newest version of Autocad. Electronic data shall include all point data collected in the field and other points created for use in the creation of the topographic map and boundary, including all found or set boundary monuments marking lot corners, DLC lines, and control points.

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**Attachment 'B' – Proposal Form – Page 1 of 2**

Proposing firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Project Fee Estimate - Detail Task List**

Proposer: \_\_\_\_\_

Date: \_\_\_\_\_

Project	Task Description	Employee Type					Hours Per Task	
		1 \$0	2 \$0	3 \$0	4 \$0	5 \$0		
<b>Parkrose Middle School</b>							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
<b>Russell Multi-purpose room</b>							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0



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A. Insurance Requirements

Each proposer shall include consideration for these insurance provisions in preparing their proposal. The following provisions apply to all services requested, and will be incorporated into the contract.

- General Liability. The consultant shall, at its sole cost and expense, secure and maintain such insurance as will protect the Owner, its successors and assigns, and the respective directors, employees and agents of each of the foregoing (by naming them as additional insured), from and against any and all claims, losses, harm, costs, liabilities, damages and expenses arising out of (1) public liability including (a) bodily injury (including death) in the amount of no less than \$1,000,000 combined single limit, (b) Employer's Liability in the amount of no less than \$100,000 per occurrence, and (c) property damage in the amount of no less than \$500,000 per occurrence (deductible of up to \$5,000 permitted) and (2) Automobile liability and property damage including Bodily Injury for autos owned or hired by the consultant in Oregon, and property damage in the amount of no less than \$1,000,000 combined single limit. The consultant shall also maintain state workers' compensation coverage as required by law.
- Certificate of Insurance. All such insurance shall be placed with such insurers and under such forms and limits of policies as may be reasonably acceptable to the Owner. Within ten days of execution of this Agreement, and annually thereafter, the consultant shall deliver to the Owner certificates of insurance (including renewal or replacement certificates) acceptable to the Owner and signed by the insurer or its authorized representative, certifying that the policies providing insurance of this kind and coverage are in full force and effect. The certificates shall further certify that the policies shall not be canceled or materially changes by either party without giving 30 days' prior notice of such cancellation or change and that the Owner is an Additional Insured. The foregoing requirements as to insurance and acceptability to the Owner of insurers and insurance to be maintained by the consultant shall not in any manner limit or qualify the liabilities or obligations assumed by the consultant under this Agreement.
- Professional Liability Availability. The Consultant shall indicate within their proposal whether or not their firm maintains Professional Liability Insurance. If coverage is currently held or can be obtained by the time of commencement of the requested services, please so indicate and identify the insurance carrier, the coverage limit, the deductible amount and the agent's name and telephone number.

B. Indemnification

Parkrose School District has the expectation that the professional services described herein will be conducted with due diligence, within the accepted standards of the profession and that the professional will accept responsibility for acts of negligence.

The consultant hereby releases and agrees to indemnify and hold harmless the Owner, its successors and assigns and the directors, employees and agents of each of the foregoing ("indemnities"), from and against any and all claims of third parties and losses, harm, costs, liabilities, damages and expenses (including, but not limited to, reasonable attorneys' fees) arising or resulting from such claims of third parties in any way arising out of or in connection with any misfeasance, malfeasance, bad faith or negligence, reckless disregard of, the performance of the services, obligations, or the acts or omissions of the consultant, the respective successors and assigns of the consultant, the directors, officers, employees and agents of each of the foregoing or anyone acting on their behalf in connection with this Agreement or its performance.

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**Attachment 'C' – RFP Schedule**

- ❑ Request for Proposals Advertised: November 2, 2011
- ❑ Proposals Due by 2:00 p.m.: November 15, 2011
- ❑ Proposal Review: November 16, 2011
- ❑ Notice of Intent to Award: December 5, 2011
- ❑ Final Selection/Board Action: December 12, 2011
- ❑ Anticipated Notice to Proceed: December 13, 2011

Owner reserves the right to modify the dates of the RFP at any time.

**Exhibits 1 - 4**



**PARKROSE MIDDLE SCHOOL**  
PARKROSE SCHOOL DISTRICT  
Not To Scale - Property Lines are approximate





**SACRAMENTO ELEMENTARY SCHOOL**  
PARKROSE SCHOOL DISTRICT  
Not To Scale - Property Lines are approximate





**SHAVER ELEMENTARY SCHOOL**  
PARKROSE SCHOOL DISTRICT  
Not To Scale - Property Lines are approximate





**RUSSELL ELEMENTARY SCHOOL**  
PARKROSE SCHOOL DISTRICT  
Not To Scale - Property Lines are approximate

