



Cape Fear Public Transportation Authority

Request for Proposals (RFP)

Land Survey

Contract # 17-08

Proposals are hereby requested by the Cape Fear Public Transportation Authority (Wave Transit or Authority) for Land Survey Contract #17-08

1.0 SUBMISSION OF PROPOSALS & PROPOSED PROJECT(S)

Pursuant to the General Statutes of North Carolina, proposals from land survey firms addressed to Albert Eby, Executive Director, Cape Fear Public Transportation Authority, Post Office Box 12630, 505 Cando Street, Wilmington, NC 28405, and marked:

LAND SURVEY

will be received until 5:00 p.m. EST, Monday, February 20, 2017. Instructions for submitting proposals may be obtained from the Cape Fear Public Transportation Authority, Post Office Box 12630, 505 Cando Street, Wilmington, NC 28405 from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Authority reserves the right to reject any or all proposals.

Proposers should submit one (1) copy of their proposal electronically in portable document format (pdf) via email to Albert Eby, aeby@wavetransit.com. The responsibility for submitting proposals (including all documents requested herein) are solely and strictly that of the proposer(s). The Authority is not responsible for delays in the delivery of the mail or delays caused by any other occurrence. The Cape Fear Public Transportation Authority does not discriminate on the basis of race, gender, ethnicity, age, national origin, religion or disability in its employment opportunities, programs, services, contracting opportunities or activities. It is the Authority's policy to ensure compliance with the Title VI of the Civil Rights Act of 1964 in its contracting opportunities. The Authority's Title VI Policy is available at:

http://www.wavetransit.com/Portals/0/documents/Title_VI_Program.pdf.

Albert Eby
Executive Director
ADVERTISED: 02/13/2017

2.0 RFP POSTPONEMENT AND AMENDMENT

The Authority may postpone the deadline for submitting proposals and the opening of proposals and may revise or amend this RFP at any time up to the deadline for submitting proposals. Such changes, revisions and amendments, if any, shall be announced to each prospective proposer by written addenda to this RFP. Applicants are requested to contact the Authority if, upon review, material errors are found. Errors and/or omissions must be conveyed to the Authority before the deadline for submitting proposals to allow time for review and subsequent clarifications by the Authority. In any case, the deadline for submitting proposals shall be at least seven (7) calendar days after the last addendum, and any addenda shall include an announcement, if applicable, of the new deadline for submitting proposals.

No contract arising from this solicitation is implied or guaranteed. The Authority reserves the right to reissue an amended RFP or to take no action regarding any contract solicited by this



advertisement.

3.0 REQUESTS FOR ADDITIONAL INFORMATION

Firms and individuals requiring additional information may contact the Executive Director who will respond to questions and supply required information. Requests for additional information or clarification should be received in writing seven (7) days before the qualification deadline to allow time for response to the request. All contact should be directed to:

Albert Eby, Executive Director
Cape Fear Public Transportation Authority
P.O. Box 12630
Wilmington, NC 28405-0130
(910) 202-2035
(910) 343-8317 (fax)
aeby@wavetransit.com

The Authority will send all requests for information and responses in writing to all known potential applicants so that all parties have the same information. Any spoken communication given is not binding upon the Authority unless and until it is communicated in written form.

IMPORTANT - PLEASE NOTE: The Cape Fear Public Transportation Authority is an independent body politic and corporate as defined by North Carolina General Statute 160A Article 25. All inquiries regarding this proposal must be directed to the designated contact listed above. Approval of any contract resulting from this RFP will be made by the Authority. The decision of the Authority will be final. Proposers who fail to follow this directive are subject to disqualification.

4.0 FUNDING AND TERMS

Any contract resulting from this RFP may be subject to a financial assistance contract/agreement between the Authority and the North Carolina Department of Transportation (NCDOT), and/or between the Authority and the U.S. Department of Transportation, Federal Transit Administration (FTA). The contract shall be governed by all applicable state and federal regulations. The Authority shall negotiate a contract with the most responsive and responsible firm for professional services as set forth in this solicitation.

5.0 AGENCY BACKGROUND AND DESCRIPTION

The Cape Fear Public Transportation Authority (dba Wave Transit) provides public transportation in Southeastern North Carolina. The current service area of Wave Transit is 199 square miles including all of New Hanover County, portions of Southern Pender County and portions of Northern Brunswick County. Wave Transit has authority to serve an area up to 30 miles outside the limits of New Hanover County (County), as extended from time to time.

In 2004 the City of Wilmington and New Hanover County merged their public transportation systems into the regionally consolidated Cape Fear Public Transportation Authority (Wave Transit). The Authority operates within the guidelines established under North Carolina General Statute 160A Article 25. The Authority is an independent local government.

The Authority is governed by eleven members appointed by the New Hanover County Board of Commissioners and the Wilmington City Council. The Authority provides directly operated Paratransit and contracted fixed route services.

As a public transit agency, the Authority occasionally requires outside assistance in meeting the requirements of funding agencies. These services include professional consultation with contractors which have expertise beyond the capabilities of the Authority and its professional staff.

6.0 PROJECT SCOPE AND TIMELINE

6.1 Project Background

6.1.1 The Cape Fear Public Transportation Authority is the legal owner of real property in Wilmington, NC which will serve as the site for the Wilmington Multimodal Transportation Center. The property was purchased by the North Carolina Department of Transportation and transferred to the Authority for the purpose of a downtown bus transfer location for Wave Transit. The property is located on a 1.370-acre site at 520 North 3rd Street, Wilmington, North Carolina.

6.2 Project Scope

The Cape Fear Public Transportation Authority is soliciting proposals for land surveying to include the following.

- 6.2.1 Survey shall be prepared and sealed by a North Carolina Registered Land Surveyor in accordance with the instructions contained below.
- 6.2.2 Surveyor shall set permanent markers at all property corners at the time of Survey or when final grades are established. If permanent markers are not set at the time of the Survey, 3' high wood stakes with bright colored ribbons or paint shall be set at each property corner, radius tangent point or other similar significant location(s).
- 6.2.3 Provide evaluation datum. Indicate whether North American Vertical Datum (N.A.V.D.) 88 or National Geodetic Vertical Datum (N.G.V.D.) 29 standard used. Assumed datum may be used only when specified datum is not available.
- 6.2.4 The boundary survey shall be contained by a closed traverse with a closure error not to exceed 1:50000. All horizontal dimensions shall be in feet and decimals of a foot to the nearest 1/100 of a foot; all bearings shall be in degrees, minutes and seconds to the nearest second. Prepare a metes and bounds legal description.
- 6.2.5 The Surveyor shall provide four (4) signed and sealed paper copies. The surveyor shall also provide a copy of the survey, both preliminary and final, via email and on a CD in a software version of Autocad 2011 or higher.
- 6.2.6 The survey drawing shall be converted and certified to A.L.T.A/A.S.C.M. standards when a Title Report is provided. These instructions are intended to serve as interim survey standards until the title information becomes available. Certain easement and encroachment information may not be available without reference to a recent Title Report, however, the survey shall provide easement and encroachment information available to the Surveyor from easily accessible public records.
- 6.2.6 The survey drawing data required of this Specification is as follows:
 - 6.2.6.1 A graphic scale (1" = 20').
 - 6.2.6.2 North arrow
 - 6.2.6.3 Symbol legend
 - 6.2.6.4 Vicinity map showing the property in reference to nearby highways or major street intersection(s)
 - 6.2.6.5 Exaggerated diagrams (where required or appropriate)

- 6.2.6.6 The boundary of the described property shall be displayed by a bold line. Indicate the Point of Beginning (POB) and the Point of Commencement (POC)
- 6.2.6.7 All dimensions or courses and bearings of boundaries. Bearings around boundary to read clockwise. Include elements necessary to mathematically define each curve.
- 6.2.6.8 The assessors Parcel Number (APN)
- 6.2.6.9 Provide at least two Bench Mark references
- 6.2.6.10 Measure and record distances from the corner of parcels surveyed to the nearest right of way line
- 6.2.6.11 Show any and all existing structures, pavement, parking areas, dumpster pads, curb & gutter, landscape features, erosion control features or other improvements
- 6.2.6.12 Locate and show all utility easements and rights-of-way (DOT, utility, city sidewalks, etc.) including fire hydrants
- 6.2.6.13 Show total acreage, acreage inside setbacks and acreage net of easements and rights of way
- 6.2.6.14 Measure and record distances to the centerline of the nearest surrounding streets including the showing the entire street. Names and widths of street and highways abutting the property surveyed and the widths of the right of way shall be indicated. Indicate any safety islands or medians. Spot evaluations at the centerline, edge of pavement (or gutter lines) at 50' intervals.
- 6.2.6.15 Titles of all recorded plats, filed maps, right of way maps, or similar documents which the survey represents wholly or in part, shall be shown with recording data.
- 6.2.6.16 The survey shall indicate platted setback or building restriction lines
- 6.2.6.17 Show contours at one-foot intervals of elevation changes, including enough adjacent property to indicate unusual conditions with existing elevations. Field notes shall show contours 50' from each boundary if needed for future engineering reference.
- 6.2.6.18 Show all off-site existing water and sewer utilities along with stormwater structures including line sizes
- 6.2.6.19 The location and exterior dimensions of all buildings upon the plot or parcel shall be shown on their locations defined by measurements perpendicular to the boundaries
- 6.2.6.20 Provide sidewalk width and distance to curb and property line and condition of the walk, if any. Include spot elevations.
- 6.2.6.21 Provide curb and curb cut locations and type of curb, if any. Include spot elevations
- 6.2.6.22 Indicate all visible improvements within five feet of the boundary
- 6.2.6.23 Wires and cables (including their function) crossing the surveyed premises, all poles on or within ten feet of the surveyed premises, and the dimensions of all cross wires or overhangs affecting the surveyed premises shall be shown.
- 6.2.6.24 Indicate the location, species and size of all trees over six inches in diameter
- 6.2.6.25 Indicate the location species and size of all street trees

- 6.2.6.26 Utility information - describe the following either on or adjacent to the property:
 - 6.2.6.26.1 Underground cables and depth. Company servicing.
 - 6.2.26.6.2 Storm and sanitary sewer. Indicate the location, size, direction of flow, inverts and location of stubs.
 - 6.2.26.6.3 Manholes and catch basins. Top and invert elevations and pipe diameters.
 - 6.2.26.6.4 Water mains. Location, diameter of pipe, material and depth.
 - 6.2.26.6.5 Location of nearest two fire hydrants.
 - 6.2.26.6.6 Gas mains. Location, size and depth. Name of company servicing.
 - 6.2.26.6.7 Electric transformers, vaults and streetlights. Location and size. Name of company servicing.
- 6.2.6.27 Flood zone designation - based upon Federal Flood Insurance Rate Maps or the state or local equivalent, by scaled map location and graphic platting only. Show flood plains elevation and limits, if applicable. Indicate FIRM Panel Number.
- 6.2.6.28 Provide the names of Owners and the zoning classification of the adjacent properties. Label property use (or vacant) including opposite side of fronting street.
- 6.2.6.29 Identify any discrepancies with "Specifications for Land Survey", a copy of which has been delivered, or being all of that area shown as R04813-029-011-000; R04813-029-007-000; R04813-029-002-000;R04813-029-008-000; R04813-029-003-000 shown on that map entitled, "Recombination Survey for: Portion of Lot 1 and All of Lots 2, & 3, Block 234 of Map Book 11 Page 11" recorded in Map Book 62, at Page 105, New Hanover County Registry, North Carolina; that said Plat correctly shows the locations of all buildings, structures and improvements on said described property; that there are no encroachments from or on said described property, or rights of way or easements on said described property, except as shown on said Plat of Survey; that I am a registered Land Surveyor or Engineer in the State of North Carolina.

6.3 Estimated Timeline

- RFP Advertised February 13, 2017
- Proposals due February 20, 2017
- Purchase order issued/ Notice to Proceed February 22, 2017
- Survey report issued no later than March 15, 2017

7.0 GENERAL SPECIFICATIONS & INSTRUCTIONS TO BIDDERS

7.1 Proposer Qualifications

By responding to this RFP, proposer warrants and assures that the Firm or Individual is qualified to meet the scope outlined herein. Proposer warrants that employees who participate in this project will be compensated in accordance with the law.

7.2 Taxes

The Cape Fear Public Transportation Authority is exempt from and will not pay federal taxes where applicable. An exemption certificate will be furnished upon request. State and local



sales tax, where applicable, shall be shown as a separate item. Sales tax will not be a consideration in the award.

7.3 Invoicing

Due to the short time schedule for the plan, the project should be billed and will be paid through a single invoice. No work is authorized to commence until a purchase order is issued by the Authority.

7.4 Required Proposal Contents and Format

Submitted proposals must include the required items and follow the format outlined below. Please limit proposals to no more than two (2) pages. Information submitted is to be relevant to this RFP. Each of the following items must be included in each submitted proposal in sufficient detail to enable the Authority to make a determination as to the responsiveness of the proposer. Please make certain that all items are completed and labeled as instructed. Material submitted with a proposal will not be returned.

7.4.1 Company Experience in Commercial Real Estate Review Appraisal

Please provide a brief narrative of the firms experience in the field of land surveying

7.4.3 Proposed Cost

Provide a firm, fixed cost for the proposed survey based on the scope of work

7.4.4 Project Lead/Licensure

Provide name and resume for project lead and copy of current North Carolina Surveyor license

7.5 Selection Criteria

Evaluation Criteria	Points
Price	75
Experience of Proposer	25