

# REQUEST FOR PROPOSALS

BUFFALO COUNTY REQUEST OF PROPOSAL

BUFFALO COUNTY, WISCONSIN

TOWN OF MILTON

FOR FURTHER INFORMATION PLEASE CONTACT:

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Buffalo County Courthouse  
407 S. 2<sup>nd</sup> Street  
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## SECTION ONE: SOLICITATION

Buffalo County is requesting proposals to complete PLSS remonumentation and a control survey for Town of Milton (Appendix A) from a Professional Land Surveyor, licensed in the State of Wisconsin. The vendor shall follow the procedures for determining corner locations as laid out by the United States and the State of Wisconsin, and all other rules and regulations pertaining to the retracement of original government surveys. PLSS corner positions may need to be excavated to restore the original government corners. If the surveyor has a question as to whether or not a corner needs to be excavated, they shall consult with the County Surveyor to make a determination.

Buffalo County reserves the right to reject, in whole or in part, any and all proposals; to waive any technical deficiencies in the proposals; to accept or negotiate the proposal and award final contract to the responsible vendor determined to be the most advantageous to Buffalo County. This solicitation may be cancelled if doing so is determined to be in the best interests of Buffalo County.

Proposals shall remain firm once submitted and may not be withdrawn for a period of sixty (60) days.

## SECTION 2: INSTRUCTIONS

- I. It is the responsibility of all vendors to carefully read the entire Request for Proposals (RFP) which contains provisions applicable to successful submission and completion of a proposal. If you discover any ambiguity, inconsistency or error in the RFP, you must notify Buffalo County in writing. Only interpretations or corrections made in writing by Buffalo County are binding. You shall not rely on interpretations or corrections made in any other way. Requests for interpretations or corrections must be received by Buffalo County no later than five days prior to the deadline for submitting proposals.
- II. SUBMISSION OF PROPOSALS
  - A. An original and four copies of your proposal must be submitted in one envelope or other container.
  - B. The proposal must be received by the Buffalo County Administration Office by **4:00 p.m. CST on Friday, November 29, 2019**. Actual receipt is required by that time, as deposit in mail is not sufficient.
  - C. Proposals must be addressed to:

Buffalo County Administration Office  
PO Box 494

407 South 2<sup>nd</sup> Street  
Alma, WI 54610-0494

The following notation must appear in the lower left-hand corner of the envelope or other container:

**"PROPOSAL FOR BUFFALO COUNTY REMONUMENTATION"**

- III. All proposals should include the information requested in Section 3 of this RFP and be labeled as such by separate sections or headings.
- IV. Proposals will be screened to ensure that format and content requirements have been complied with and that proper references have been included.
- V. Based on our initial evaluation of the proposals received, Buffalo County reserves the right to request an oral presentation by the proposer. Proposers should be prepared to discuss all aspects of their proposals in detail.
- VI. Buffalo County is not liable for any costs incurred in responding to the RFP or in any oral presentations.
- VII. Any restrictions on the use of the information in the proposals must be clearly stated. All proposals become property of Buffalo County.

**SECTION 3: PROPOSAL REQUIREMENTS**

- I. **Project Description**  
Provide a complete description of how you will complete the project. A summary of expected completion dates is required and must conform to the time-line described in Section 3, Item V-A, or be subject to described penalties.
- II. **Project Cost**  
The cost of materials and services must be itemized and a completed Bid Sheet (Appendix B) must be attached to proposals.
- III. **Corporate Data**  
Furnish a detailed background of your company's experience in Wisconsin PLSS remonumentation and control survey work, including a copy of the resumes of all staff that would work on the project.
- IV. **References**  
Provide at least three (3) customer references with whom you have contracted or performed similar services.

V. Contractual Conditions

Provide copies of all proposed contracts and agreements. The following contractual conditions shall be included on the contract entered into by Buffalo County and the successful vendor:

- A. Completion of contract shall not be more than 540 calendar days from initial start date or contractor will be subject to \$50.00/day penalty. This provision is subject to negotiation between the parties.
- B. No drawings, maps, photographs, documents, reports or other data prepared or completed under the project shall be copyrighted by the vendor, nor shall any notice of copyright be registered by the vendor in connection with any such materials prepared or completed.
- C. Non-Discrimination/Affirmative Action: Buffalo County is committed to equal employment opportunity and is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap in regard to any position for which qualified. If awarded the contract, you agree that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of noncompliance with the nondiscrimination clause, this contract may be canceled, terminated, or suspended in whole or in part and you may be declared ineligible for further contracts or purchase orders.
- D. Applicable Law. This contract shall be governed under the laws of the State of Wisconsin and is made at Buffalo County, Wisconsin, and venue for any legal action to enforce the terms of this agreement shall be in Buffalo County Circuit Court.
- E. Assignment: No right or duty in whole or in part by the contractor under this contract may be assigned or delegated without the written consent of Buffalo County.
- F. Cancellation: Buffalo County reserves the right to cancel this contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- G. Insurance Responsibility: The contractor to perform services for Buffalo County shall provide a Certificate of Insurance to the County. The limits of coverage shall meet or exceed the following requirements:

Workers Compensation & Employer's Liability	Statutory
General Liability	
Bodily Injury, Personal Injury, Property Damage Limit	\$1,000,000 Each Occurrence Combined Single
Automobile Liability	\$500,000
Bodily Injury, Property Damage Limit	\$300,000 Each Occurrence Combined Single
Umbrella	
Excess Liability Insurance Limit	\$1,000,000 Each Occurrence Combined Single

- H. Invoicing: To be specified in contract.
- I. Hold Harmless: The contract will indemnify and save harmless Buffalo County and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by an persons or property resulting from the operations of the contractor, or their agents, in prosecuting work under this contract.

**SECTION 4: TECHNICAL REQUIREMENTS**

**I. GENERAL**

- A. The Contractor will furnish all labor, materials and equipment necessary, unless otherwise noted, to properly complete the remonumentation for the corners and horizontal control survey for the sections identified in Appendix A.
- B. All services will be performed in strict accordance with the specifications and shall be performed according to surveying practices consistent with the highest professional and technical standards.
- C. None of the services specified herein will be sub-contracted by the vendor.
- D. All coordinate values shall be collected through the use of Global Positioning System (GPS) survey equipment and provided in Wisconsin Coordinate Reference System (WisCRS), Buffalo County Zone, Feet, North Datum (NAD) 1983 (1991).
- E. All coordinate values must meet the definition of "survey grade", as defined in December 2015, by the Wisconsin County Surveyors Association, being coordinates collected under the direction of a Professional Land Surveyor, in coordinate system allowed by Wisconsin State Statues, Chapter 236.18(2) and obtained by means,

methods and equipment capable of repeatable 2 centimeter or better precision.

- F. If, in the process of doing this project, the contractor finds an existing monumented corner that appears to be in the wrong location, the Buffalo County Surveyor's Office shall be contacted.
- G. Non-taxable property owned by a government entity is excluded from this RFP.

## II. HORIZONTAL CONTROL

- A. The horizontal control survey work will include the recovery, verification or re-establishment of all United States Public Land Survey (USPLS) corners, including section, quarter section and meander corners as indicated in Appendix A. If the original USPLS corners are not recoverable, the contractor shall determine the status thereof under United States Public Land Office definitions and shall follow the prescribed procedures of that office in their relocation. The final location of all section and quarter section and meander corners will be confirmed by the Buffalo County Surveyor.
- B. All field work, with respect to the location and relocation of all the aforementioned corners, shall be based upon the assembly of all authoritative information from Buffalo County records such as title documents, private and public survey records, existing monumentation, testimonial evidence and occupation evidence that may be useful in determining the actual position of the USPLS corners and all other corners.

Also, the proper analysis of this information to arrive at the best determination of the actual location of said corners. Proper performance in this regard depends largely upon knowledge of the USPLS corner remonumentation procedures and practices, conditions and laws of boundaries and titles. For these reasons, all work must be properly performed by competent and qualified registered land surveyors and technicians experienced in the remonumentation of the corners of the USPLS system.

## III. USPLSS RECORD FORMS

- A. A USPLSS Record Form shall be completed for each PLSS corner. The form shall follow the form as indicated in Appendix E. This form shall be completed, as required by Chapter A-E 7.08(3) of Wisconsin Administrative Code.
- B. Digital photographs shall be taken at all PLSS corner locations. Buffalo County will provide a smartphone application to facilitate the capture and organization of all images. Photographs shall be taken at:

After corner search area for evidence and or excavation is fully complete with

placard showing Romportal unique identifier number and with the image showing the full extent of the search area/excavation area according to the evidence search/excavation requirements.

Any found monument evidence; prior to its removal, with placard showing unique identified number.

Final monument in place, with placard, showing unique identifier number.

Corner area, indicating direction with survey signpost in view.

All photographs shall be named by the Romportal unique identifier number \_A with next photograph same number B and so on. The correct date and time shall be set in the camera to indicate the correct timing of each photograph. These photographs shall be indexed by the Romportal unique identifier number. Any variance from this procedure must be approved by the County Surveyor.

#### IV. SECTION SUMMARY SHEETS

- A. A Section Summary sheet shall be prepared for each section in the project area.
- B. Section Summary sheets will conform to the example furnished by Buffalo County (Appendix C).
- C. Section Summary sheets shall contain the following information:
  - 1. All monuments, with completed legend
  - 2. The bearing and distance between all adjacent monuments on the exterior of the section
- D. Section Summary sheets shall be dated, signed and has affixed thereto the seal of a Registered Land Surveyor.
- E. Any digital computer files used to create Section Summary Sheets shall be made available to Buffalo County.

#### V. POLITICAL TOWNSHIP MAPS OF SURVEY

- A. A Map of Survey shall be prepared for each political township. The map shall follow the form as indicated in Appendix D.
- B. The Map of Survey shall be dated, signed and has affixed thereto the seal of a Registered Land Surveyor.



- C. Any digital computer files used to create Political Township Maps of Survey shall be made available to Buffalo County.

## VI. MONUMENTATION

- A. The Contractor shall monument each section, quarter section and meander corner surveyed using monuments furnished by Contractor and approved for use by the Buffalo County Surveyor. See Appendix F for additional information regarding corner and monument placement.
- B. Any substandard meander corner (as determined by the County Surveyor) found in place shall be upgraded with a monument approved by Buffalo County and shall be placed at its original location.
- C. The elevation of any monument set shall be at or near grade level.
- D. All monuments erected shall be referenced as per Wisconsin Administrative Code, Chapter A-E 7.08 (3). In addition to this Buffalo County will require at a minimum a magnetic hand compass bearing to each reference tie shall be shown. Field notes shall be kept in a neat and orderly manner, clearly indexed and available for inspection if requested by the County.

## VII. US PUBLIC LAND SURVEY MONUMENT RECORD FORMS

- A. A US PLSS Record Form shall be completed for each of the corners in the project area.
- B. The record will conform to the example furnished by Buffalo County (Appendix E).
- C. The Record shall contain the following information:
  - 1. Section, town and range numbers
  - 2. Location of monument shown on diagram
  - 3. Tie sketch showing the witness points drawn relative to North
- D. US PLSS record forms shall be dated, signed and has affixed thereto the seal of a Registered Land Surveyor.
- E. Any digital computer files used to create the US PLSS record form shall be made available to Buffalo County.

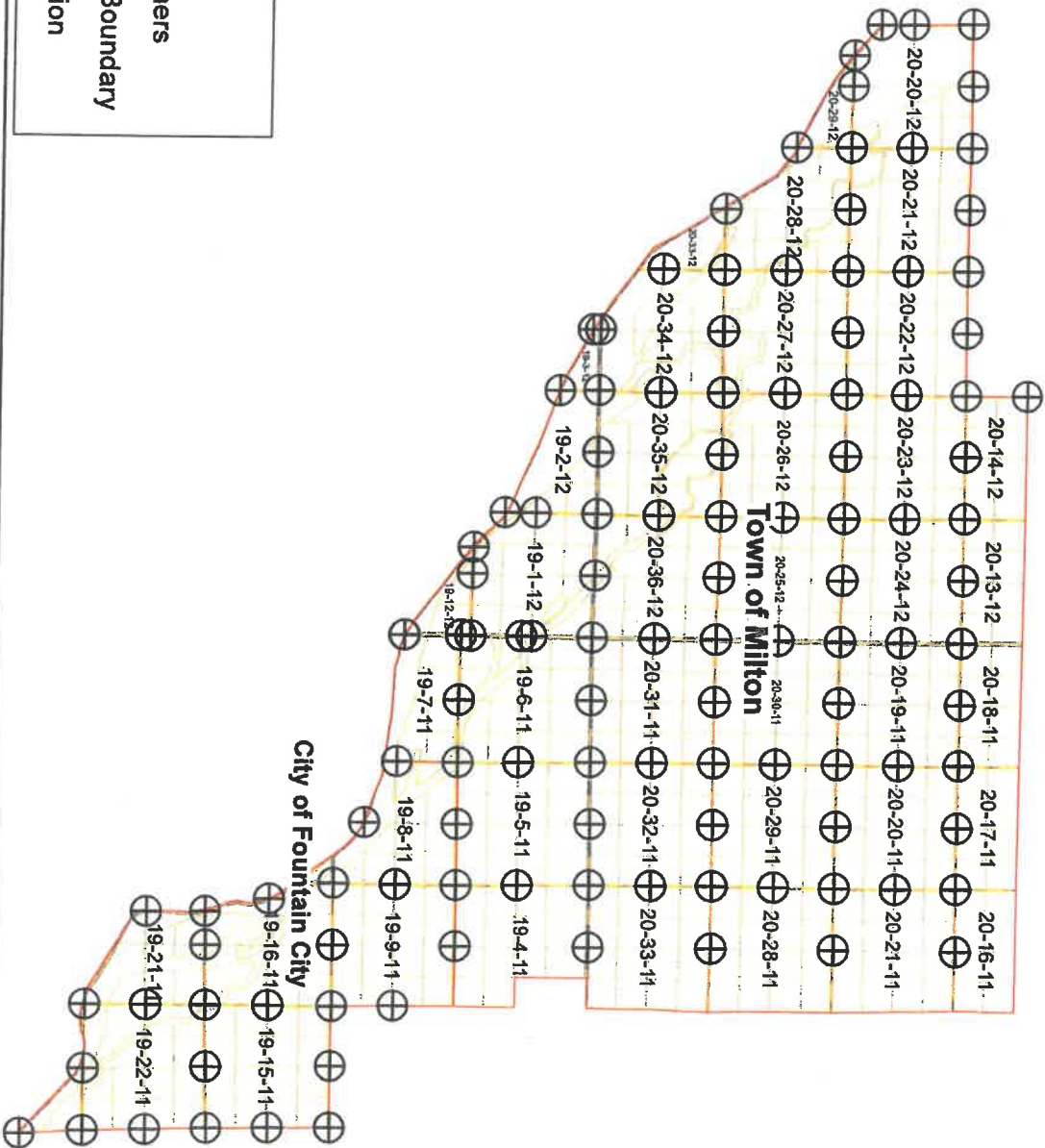
## VIII. MISCELLANEOUS

A CADD file compatible with AutoCAD shall be furnished to Buffalo County of the completed project area. This CADD file shall be in the Buffalo County coordinate system.

An ASCII file coordinate list of all points generated in the course of the project shall be supplied in hard copy and electronic form. The point file shall include, in order: Point number, Northing, Easting, Description (if used). An ASCII file coordinate list of all PLSS corners only, in hard copy and electronic form. The point file shall include, in order: Point number, Northing, Easting, Romportal unique identifier format to the satisfaction of the County.

# Town of Milton PLS S Corners

## APPENDIX A MAP OF PROJECT AREA



**Legend**

- ⊕ PLS S Corners
- ▭ Municipal Boundary
- ▭ PLS S Section

APPENDIX B  
**BID PROPOSAL**  
REMONUMENTATION AND CONTROL SURVEY  
BUFFALO COUNTY, WISCONSIN  
TOWN OF MILTON

**ITEM NO. 1**

CONTROL SURVEY W/SECTION SUMMARY SHEETS FOR \_\_ SECTIONS.

Cost per section \$ \_\_\_\_\_

Write out: \_\_\_\_\_ dollars

Total Cost           \$ \_\_\_\_\_

Write out: \_\_\_\_\_ dollars

**ITEM NO. 2**

REMONUMENTATION W/TIE SHEETS FOR \_\_ CORNERS.

Cost per Corner \$ \_\_\_\_\_

Write out: \_\_\_\_\_ dollars

Total Cost           \$ \_\_\_\_\_

Write out: \_\_\_\_\_ dollars

**TOTAL PROJECT COST:**

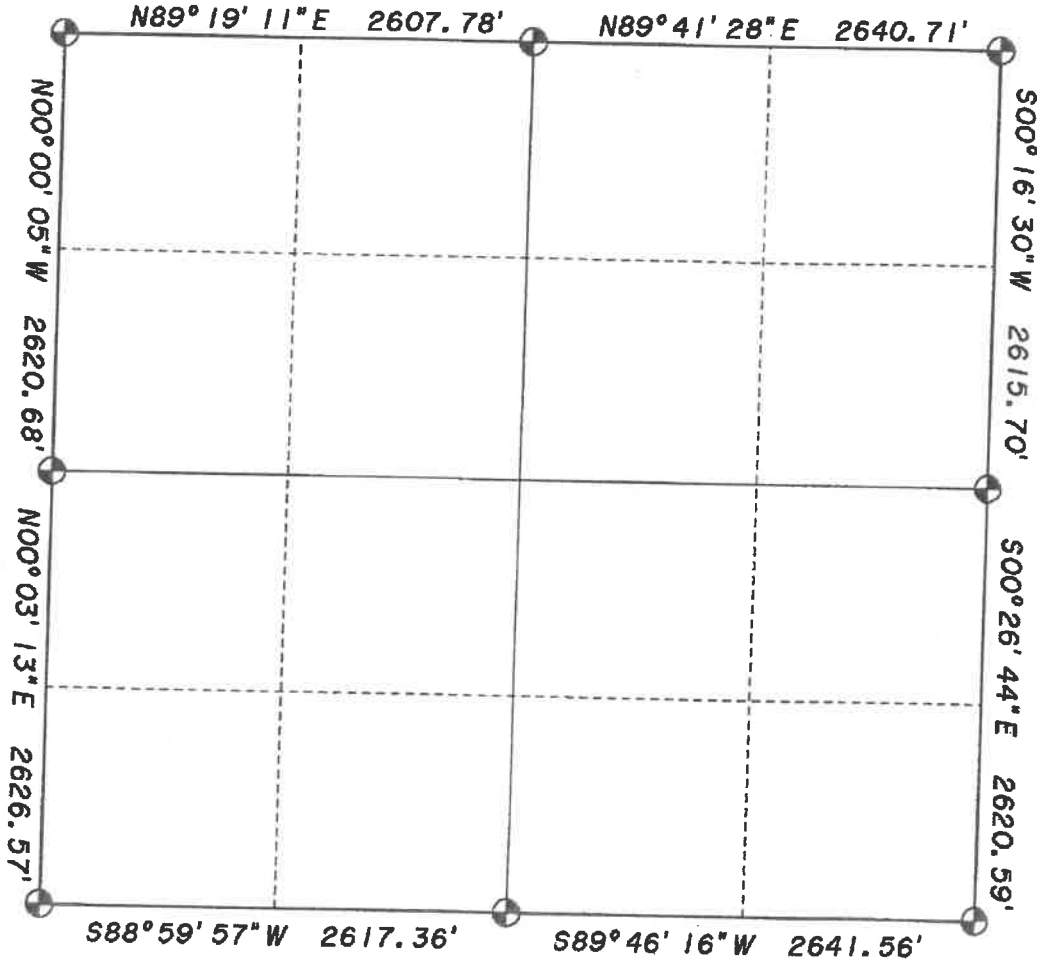
Cost                   \$ \_\_\_\_\_

Write out: \_\_\_\_\_ dollars



APPENDIX C  
SECTION SUMMARY SHEET

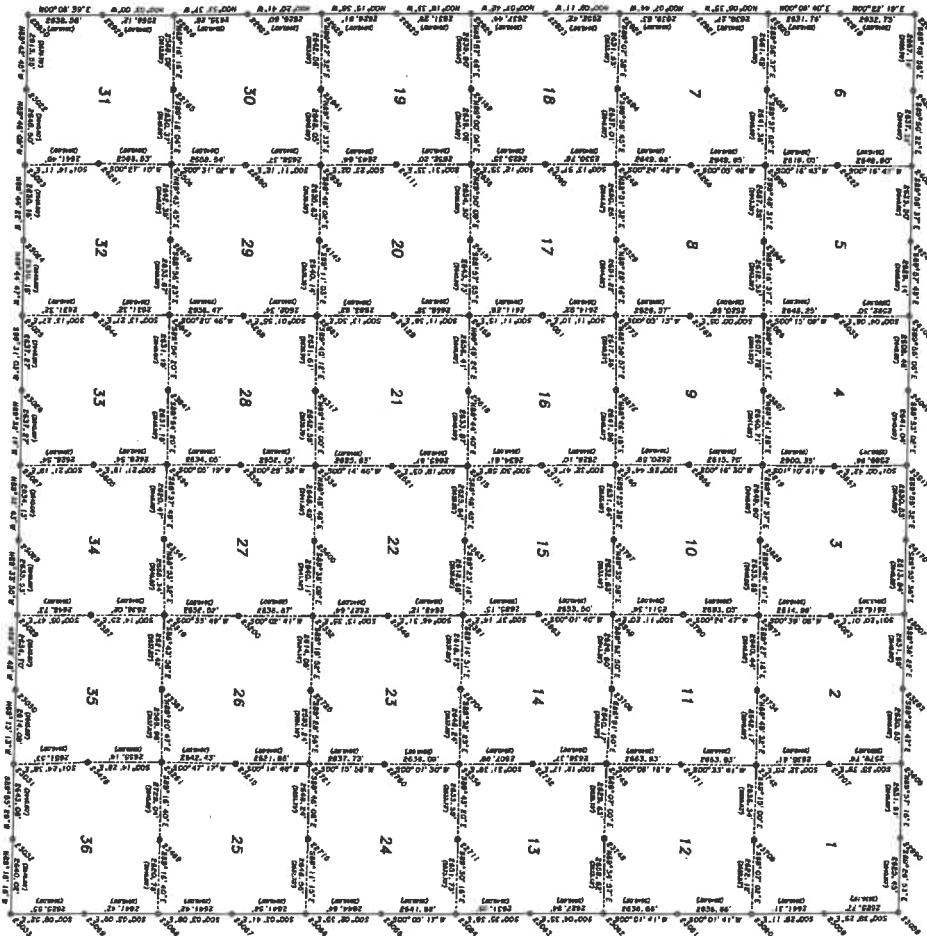
**BUFFALO COUNTY SECTION DATA SHEET**

SECTION 9, TOWN 24 NORTH, RANGE 10 WEST



BEARINGS REFERENCED TO THE BUFFALO COUNTY COORDINATE SYSTEM

 SURVEYOR'S SIGNATURE	CORNER	TYPE AND CONDITION OF CORNER MONUMENT AND TIES
	NORTHEAST	7/8" X30" IRON REBAR WITH ALUMINUM CAP
DATE: <u>10-20-14</u> LAND SURVEYOR SEAL	EAST 1/4	7/8" X30" IRON REBAR WITH ALUMINUM CAP
	SOUTHEAST	7/8" X30" IRON REBAR WITH ALUMINUM CAP
	SOUTH 1/4	7/8" X60" IRON REBAR WITH ALUMINUM CAP
	SOUTHWEST	7/8" X30" IRON REBAR WITH ALUMINUM CAP
	WEST 1/4	7/8" X30" IRON REBAR WITH ALUMINUM CAP
	NORTHWEST	7/8" X30" IRON REBAR WITH ALUMINUM CAP
	NORTH 1/4	7/8" X30" IRON REBAR WITH ALUMINUM CAP
	CENTER	



MAP OF SURVEY OF  
**TOWNSHIP 24 NORTH**  
**RANGE 10 WEST**  
 BUFFALO COUNTY  
 WISCONSIN

**LEGEND**

- U. S. PUBLIC LAND SURVEY CORNER
- COORDINATE VALUE POINT NUMBER
- ORIGINAL GOVERNMENT DISTANCE

NOTE: PLEASE REFER TO BUFFALO COUNTY SECTION DATA SHEETS AND BUFFALO COUNTY U. S. PUBLIC LAND SURVEY MONUMENT RECORDS ON FILE AT THE COUNTY SURVEYOR'S OFFICE FOR MORE DETAIL CONCERNING THIS SURVEY.

NOTE: ALL COORDINATE VALUES ARE BASED ON THE BUFFALO COUNTY COORDINATE SYSTEM. COORDINATE VALUE POINT NUMBERS LISTED ON FILE AT THE BUFFALO COUNTY SURVEYOR'S OFFICE.

**SURVEYOR'S CERTIFICATE**

I, JOSEPH P. NELSEN, BUFFALO COUNTY SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND LAPPED TOWNSHIP 24 NORTH, RANGE 10 WEST, OF THE 11th PRINCIPAL MERIDIAN, LOCATED IN AND FORMING A PART OF BUFFALO COUNTY, WISCONSIN, AND THAT THE SURVEY IS A CORRECTLY DIMENSIONED REPRESENTATION OF SAID SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*Joseph P. Nelsen*  
 JOSEPH P. NELSEN, S-1602  
 DATE: OCTOBER 10, 2014



BEARINGS REFERENCED TO THE BUFFALO COUNTY COORDINATE SYSTEM

**APPENDIX E**  
**USPLSS SURVEY MONUMENT RECORD**

**BUFFALO COUNTY**

**U.S. PUBLIC LAND SURVEY MONUMENT RECORD**

QUARTER Corner common to Sections 9 & 16

T. 24 N., R. 10 W.

Type of monument 7/8" X 80" IRON REBAR WITH ALUMINUM CAP

Location indicated on sketch - ⊕ -

9	9
16	16

Location Sketch

Describe any record evidence, monument evidence, occupational evidence, testimonial evidence or any other material evidence you considered, and whether the monument was found or placed.

ORIGINAL GOVERNMENT ACCESSORIES WERE SEARCHED FOR, AND THE BOTTOM 25" OF A 3" DIAMETER, POINTED WOOD STAKE WAS FOUND, LYING HORIZONTAL, APPROXIMATELY 2" BELOW THE GROUND SURFACE OF A CURRENTLY DRY SWAMP. ADDITION EXCAVATION REVEALED THE LOCATION OF WHERE THE WOOD STAKE WAS ORIGINALLY PLACED, AS EVIDENCED BY A 3" DIAMETER, POINTED MARK IN THE SUBSOIL, LEFT-UPON REMOVAL OF THE STAKE. THE BOTTOM OF THE STAKE MARK WAS FOUND 24" BELOW THE GROUND SURFACE. THIS STAKE MARK WAS FOUND APPROXIMATELY AT THE PROJECTED INTERSECTION OF A FENCE LINE FROM THE EAST AND REMNANT FENCE LINES FROM THE WEST AND SOUTH, BEING APPROXIMATELY 51 FEET WEST OF THE INTERSECTION OF FENCE LINES EAST AND SOUTH. NO OTHER MONUMENT EVIDENCE WAS FOUND. THIS POSITION IS LOCATED APPROXIMATELY 2.7 FEET SOUTHERLY OF A POSITION THAT WOULD HAVE BEEN REQUIRED BY M. ROOD FOR HIS 1891 SURVEY IN SECTION 9-24-10. THE FIRM THAT M. ROOD WAS INVOLVED WITH IN 1891 WAS CONTACTED CONCERNING THIS CORNER POSITION. THEY PROVIDED FIELD NOTES THAT INDICATED THAT THE FENCE INTERSECTION, LOCATED APPROXIMATELY 51 FEET EAST OF THE FOUND STAKE MARK, WAS USED FOR THE NORTH/SOUTH POSITION OF THIS CORNER. THIS STAKE AND STAKE MARK ARE BELIEVED TO BE REMAINS OF THE ORIGINAL GOVERNMENT STAKE. DUE TO FINDING THIS STAKE AND STAKE MARK, THE M. ROOD CORNER LOCATION WAS NOT CONSIDERED AS EVIDENCE OF THIS CORNER. FOUND STAKE MARK MATCHES ORIGINAL GOVERNMENT DISTANCE TO THE NORTHEAST CORNER OF SECTION 16-24-10 BY ABOUT 4 FEET. IT MATCHES NOMINAL DISTANCE TO NORTH/SOUTH OCCUPATION NEAR THE WEST 30 ACRES OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF SECTION 9-24-10, NEAR THE CENTER OF SECTION 9-24-10, BY ABOUT 3 FEET. IT MATCHES OCCUPATION NEAR THE CENTER OF SECTION 16-24-10 BY ABOUT 1 FOOT. IT ALSO MATCHES NORTH/SOUTH OCCUPATION NEAR THE 1/16TH CORNER TO THE SOUTH BY ABOUT 1 FOOT. THEREFORE, BELIEVING FOUND WOOD STAKE AND STAKE MARK, AS DESCRIBED, TO BE THE BEST AVAILABLE EVIDENCE OF THE ORIGINAL GOVERNMENT CORNER, A MONUMENT WAS SET AT THE STAKE MARK LOCATION AND REFERENCED AS SHOWN BELOW.

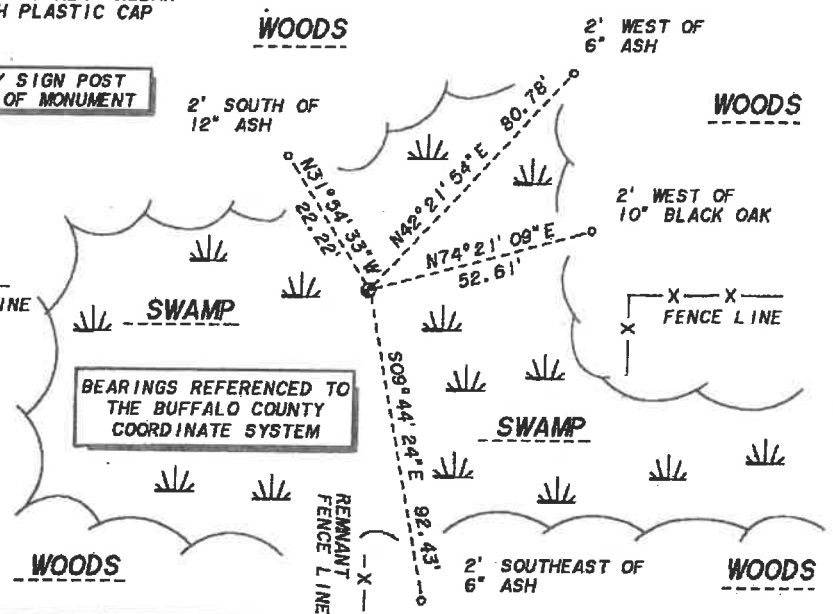
Show a plan view drawing depicting the relevant monuments, providing reference ties to at least 4 witness monuments. Describe witness monuments. Show relationship to occupation.

○ SET 5/8" X 24" REBAR WITH PLASTIC CAP

SURVEY SIGN POST  
1' WEST OF MONUMENT

REMNANT  
X  
FENCE LINE

BEARINGS REFERENCED TO  
THE BUFFALO COUNTY  
COORDINATE SYSTEM



Corner Identifier number  
**22410090020**





APPENDIX F  
PLSS CORNER AND REFERENCE MONUMENT PLACEMENT

All PLSS corner monuments, placed off road, shall consist of a 7/8" x 30" iron rebar with an aluminum cap affixed to its top. They shall be placed in the plumbed position, with the top flush with the ground surface.

Monuments that cannot be placed flush, due to bedrock, shall be supported with mounds of earth and/or stones to assure their stability. Monuments that are located in cultivated fields, or other areas subject to cultivation, shall be placed so the top of the monument is 24" below the ground surface.

When a corner falls within an existing surfaced traveled way (concrete, bituminous surface, gravel) the monument shall be set by drilling or cutting a neat hole in the pavement or street. Areas requiring excavation of material will be properly back filled and compacted so not to allow for settling of the highway. All opened areas of any roadway will be restored to its original condition. Monuments shall consist of a 7/8 x 15" iron rebar with an aluminum cap affixed to its top. They shall be placed in the plumbed position, so the top of the monument is 3" below the road surface.

Monuments placed in wet lands shall consist of a 7/8 x 60", (or longer as necessary to stabilize the monument), with an aluminum cap affixed to its top. They shall be placed in the plumbed position, with the top flush with the surface.

Redundant measurements, from different survey control points, shall be performed to assure the accuracy of the coordinate position of the PLSS corner monument.

Reference monuments shall consist of 5/8" x 24 iron rebar with plastic "reference monument" caps. Reference monuments shall be placed plumb, with the top slightly below the ground surface. Four reference monuments shall be placed for each PLSS corner. These reference monuments shall be placed for each PLSS corner. These reference monuments shall be placed in relation to visible objects, such as trees, fence posts, etc., if available. This relationship shall be noted on the final US PLSS record form. Reference monuments located in cultivated fields or other areas subject to cultivation shall be placed so the top of the monument is 18" below the ground surface, without plastic cap. Found iron reference monuments may be used if substantially similar if plumb and in good condition. Aluminum caps shall be driven on the top of the iron rebar with a process that will not damage the aluminum cap. The coordinate position of these monuments shall be determined by using the previously established survey control points.

A five foot long PVC survey sign post, with a "county surveyor" placard, shall be placed, in the plumbed position, one foot from the monument with the placard facing the monument. The location of this sign post in relation to the monument shall be noted on the final US PLSS Record

form. Survey sign posts shall not be placed at PLSS corner locations that are located in cultivated areas.