



## **Request for Proposals Professional Survey Services**

### **INTRODUCTION**

Through this Request for Proposals (“RFP”), RIHousing seeks proposals from qualified firms to conduct real estate surveys on 28 parcels of land located in Providence, Rhode Island.

### **INSTRUCTIONS**

**One (1)** original(s) and **three (3)** copies of the proposal should be submitted to RIHousing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: **Eric Shorter, Director of Real Estate Development**. Please also direct a courtesy copy by email to: [eshorter@rihousing.com](mailto:eshorter@rihousing.com). Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

**Proposals must be received no later than 5:00 EST p.m. on Friday, March 30, 2018.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

### **SCOPE OF WORK**

Please see the Scope of Work provided at Attachment A.

### **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

- A. General Firm Information
  - 1. Provide a brief description of your firm, including but not limited to the following:
    - a. Name of the principal(s) of the firm.
    - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
    - c. Address of all offices of the firm.
    - d. Number of employees of the firm.
- B. Experience and Resources
  - 1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Please provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors relating to any individual's status as a member of the board of directors of any organization likely to interact with RIHousing.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.
6. Describe how your firm will handle actual and or potential conflicts of interest.

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for providing the Scope of Work at Attachment A for the properties at Attachment B. Describe your proposed fee structure for this engagement. Please be as specific as possible.
2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described. Provide a breakdown of costs for each specific activity/task set forth in your proposed work plan.
3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. Miscellaneous

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe

your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.

E. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency,

whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:

- (i) any Personal Information disclosed to your firm by RI Housing or which your firm acquires as a result of it services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

- (ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm’s size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

- (iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s).

4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Eric Shorter, [eshorter@rislandhousing.com](mailto:eshorter@rislandhousing.com) seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after Friday, March 30, 2018 (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

### **EVALUATION AND SELECTION**

A selection committee consisting of RIHousing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted

RIHousing may invite one or more finalists to make presentations.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.

**For additional information contact: Eric Shorter, [eshorter@rihousing.com](mailto:eshorter@rihousing.com).**

## Attachment A

### Scope of Work

RIHousing seeks to engage a survey firm to prepare a topographic survey (basic services) and property line survey with metes and bounds (additional services). The topographic survey shall include the areas within the survey limit line as defined on the survey limits map. The survey shall be prepared for 28 scattered site properties in Providence, Rhode Island.

The survey shall be prepared by a Rhode Island State Licensed Land Surveyor, and shall be provided in the manner defined under section "Deliverables." The survey shall include but not be limited to the following requirements:

#### Basic Services:

1. Locate all property lines (R.O.W.) within survey limits.
2. Contours at one-foot intervals.
3. Scale at 1" = 20' - 0" or as otherwise requested or noted.
4. Drainage pipes, drains, invert elevations, manholes, drop inlets, pipe outlets, and drainage channels.
5. Locate all buildings and structures and identify materials, use, and number of stories.
6. Spot elevations at:
  - a. Corners and entrances to buildings
  - b. All site features
  - c. Top and bottom of walls and steps (every 25')
  - d. Top & bottom of curb (every 25')
  - e. Road centerline and edge (with station points every 50 feet)
  - f. Trees over 6" in caliper (indicated by type and caliper)
  - g. Pedestrian/vehicular drop curbs
7. Utilities (i.e. gas, water, sewer) including all pipe sizes, material, inverts, rim elevations and valve boxes, including overhead utility wires.
8. Boundaries: indicate the boundary lines by course and dimension and their physical character whether fence, wall, water course, highway, etc. and if no physical evidence of boundaries exists, such fact must be noted. All stakes or other monumentation must be shown. Any material variations from the record lines by fences walls or structures, whether on the property surveyed or adjoining, must be shown, with the extent of such variation.
9. Easements: indicate any easements, public utilities, water courses, drains, sewers, roads, paths, rights of way or trails crossing the property, the closing or changing of which might affect the rights of others, or result in damage to the property owned by RIHousing.

10. Streets and Alleys: Names of streets and alleys must be shown with the distance from the nearest corner to the beginning point of the property surveyed. Width of street and sidewalk in front or at side of premises shall be shown with the width of alley in rear or side of premises. Curbs and pavements must be shown.

11. Party Walls: The nature, character, location and width of all walls on or near the boundary lines must be shown. Show all projections beyond face of the wall and indicate the portion of the wall on the property and any portions on adjoining property and whether subject to beam rights. The thickness of walls throughout the entire length must be shown. If building on premises uses any wall of adjoining premises, this condition must also be shown and explained. The same requirements apply where the conditions are reversed.

12. Adjoining owners & Lot Numbers: Indicate on the survey the names of adjoining owners on all sides of the property surveyed. Lot and Block numbers or the property surveyed and of adjoining lots must be shown.

13. Encroachments: Encroachments of buildings and of structural appurtenances, such as fire escapes, bay windows, etc., by or on adjoining property, or on abutting street, must be indicated with the extent of such encroachments.

14. Building and Lot Lines: All buildings on property must be shown with dimensions and relation to lot and building lines. If conditions in chain of title or zoning ordinances require buildings to be set back specified distances from street or property line, the required setback lines must be shown and the survey must show measured distances from said building to said line.

15. Area Contiguity: Show area of the property in square feet and acres. If the survey comprises several parcels, show interior lines and facts sufficient to insure contiguity. Furnish a consolidated description. All strips or gores must be shown with dimensions.

**Additional Services:**

1. Property lines (metes and bounds) and R.O.W. tied into established reference points for the each property, including adjacent property owners.
2. Easements (permanent or temporary access, emergency, etc.) Deliverables 1. Maps showing property line, structures, topographic data, and all of the above, plotted on 24" x 36" stamped paper copies including, north arrow, legend, and scale (both written and graphic).

**General Requirements:**

All work included under Basic Services and Additional Services must be completed and a final product must be received within ninety (90) days from the date of authorization to proceed. The surveyor will be required to hold his quoted price for ninety (90) days from

the deadline for submitting quotes. NOTE: Surveyor will be required to submit a draft survey for review within sixty (60) days of the commencement of the contract, and shall be responsible for making any revisions or additions as required. Appropriate insurance shall be required.

**Proposal Submission:**

Respondent must provide a detailed proposal with a proposed cost, as described below:

- Basic Services: Provide a cost for these services as described above.
- Additional Services: Provide a cost for this service as described above.
- Total: Provide a grand total, which will be the sum of Basic and Additional Services.

**Attachment B**  
Property Addresses

102 Chester Avenue	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=8949">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=8949</a>	02907
2-8 Harvard Avenue	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=32288">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=32288</a>	02907
18 Linden Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=6210">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=6210</a>	02907
224 Pearl Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=9301">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=9301</a>	02907
232 Pearl Street (8 Vine Street)	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?Pid=8619">http://gis.vgsi.com/providenceri/Parcel.aspx?Pid=8619</a>	02907
242 Pearl Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=2011">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=2011</a>	02907
17 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3749">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3749</a>	02907
18 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=1487">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=1487</a>	02907
21 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3748">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3748</a>	02907
22 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=1489">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=1489</a>	02907
23 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3747">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3747</a>	02907
24 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3209">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3209</a>	02907
27 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3746">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3746</a>	02907
28 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=1493">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=1493</a>	02907
30 Portland Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=6787">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=6787</a>	02907
16 Somerset Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3750">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3750</a>	02907
20 Somerset Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3751">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3751</a>	02907
23 Somerset Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=6698">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=6698</a>	02907
26 Somerset Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3752">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=3752</a>	02907
28 Somerset Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=1587">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=1587</a>	02907

34 Somerset Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=7857">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=7857</a>	02907
38-42 Somerset Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=2954">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=2954</a>	02907
6 Taylor Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=7128">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=7128</a>	02907
14-16 Taylor Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=11445">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=11445</a>	02907
18-20 Taylor Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=11389">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=11389</a>	02907
22-24 Taylor Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=7347">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=7347</a>	02907
23-25 Taylor Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=5237">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=5237</a>	02907
34-36 Taylor Street	Providence	RI	<a href="http://gis.vgsi.com/providenceri/Parcel.aspx?pid=5968">http://gis.vgsi.com/providenceri/Parcel.aspx?pid=5968</a>	02907