

Request for Proposals

Proposal for Residential Boundary Survey Services

Multiple City of Buffalo Sites



403 Main Street, Suite 602

Buffalo NY 14203

A New York State Land Bank

RFP Date: May 13th, 2024

Proposals Due: May 20th, 2024 10 AM

Section I – Introduction

We are requesting a proposal for survey services for this Project.

There are forty-five (45) City-owned sites distributed throughout the City of Buffalo. Refer to the attached property summary. While most of the sites are clear of structures, the surveys must confirm any existing elements. The identification of structures will enable BENLIC to perform any necessary demolitions and allow for the construction of single-family houses, typically one per lot.

The proposed Project will consist of constructing individual 1-story or 2-story, wood-framed houses (some with full basements) on each site. Some larger sites may be divided into two (2) sites to enable the construction of two (2) houses. A few sites will need to be combined to enable the house construction. Some also may need new driveway curb cuts.

Section II – Scope of Work

Your proposal should cover all necessary services to perform the following:

- 1) Property Boundary, legal description, and easements.
- 2) Names of adjacent Property Owners within 200 feet of the project parcel.
- 3) Topographic features including spot elevations and one-foot interval contours from a benchmark relating to (Town/City/State/USGS) datum. Grades shall extend 25 feet beyond property where possible. Include full width of Right-of-Way(s).
- 4) Pipe sizes and inverts of utility improvements including, but not limited to, storm sewer, sanitary sewer, manhole rims and sumps, vent risers, waterlines, meter pits, valve boxes, electrical lines, gas lines, telephone lines, etc.
- 5) Location of all structures, roadways and other paved surfaces, ponds or other watercourses, poles, fencing, guardrails, etc. Include curb cuts of adjacent property owners and opposite of Right-of-Way(s).
- 6) Tree survey identifying all plantings 4-inch diameter and larger by measurement 2 feet above grade, including species. Approximate limits of brush and/or overgrown (inaccessible) areas.
- 7) One (1) stamped/sealed PDF of both the topographic and boundary survey on 24" x 36" sheets.
- 8) A schedule of when each drawing would be delivered.

Also, provide electronic files, on disk/download link, compatible with AutoCAD R2010 for Design & Construction Team use.

Section III – Submission Requirements

All proposals shall be organized in the following manner:

A. Contact Information

Name, address, federal tax id. number, telephone number and email address of the individual and/or firm(s). If a firm, the name and title of the individual authorized to negotiate contracts. BENLIC expects a single point of responsibility to act as one voice on behalf of the Respondent.

B. Experience

- I. Description of the firm or team’s resources – Please provide the names of all personnel who will be assigned to work with BENLIC including previous experience and education.
- II. Years of operation – State the number of years your firm has been involved in the construction industry, particularly residential projects
- III. Accreditation or related licenses – Describe any relevant accreditations or licenses held with regard to this project. Include copies of any professional certifications with this proposal.
- IV. M/WBE Certification – Please specify if the firm holds a current New York State M/WBE Certification or Erie County M/WBE Certification

C. Insert Section II - Scope of Work – Please provide a brief description of your proposal.

D. Total Pricing

Present your cost proposal as the following:

Total Proposed Fee – Stipulated Sum _____

Additional Associated Costs _____

E. Hourly Rate Schedule

Please attach a current hourly rate schedule for any professional who could work on this project.

Section IV – Proposal Grading Criteria

- Proposals will be graded on the following criteria

Grading Criteria	
	Max
Minority and Woman Owned Firm	10
Relevant Project Experience	5
Local or Regional Project Experience	10
Timeline to Complete Scope of Work	25
Firm Capacity	25
Stipulated Fee	25
Total	100

Additional Notes

- The selected firm shall possess Professional Liability Insurance coverage and shall furnish to BENLIC a certificate of such insurance and/or endorsements and/or copy of policy constituting such coverage.
- BENLIC reserves the right to modify, distribute, and use all materials produced during this engagement.
- BENLIC reserves the right to award separate contracts to one or more firm(s) for the requested scope of work.

Section V – Submission Information

Proposals must be mailed (US Overnight Mail, Priority Mail, 1st Class Mail), e-mailed, faxed, or delivered to:

Buffalo Erie Niagara Land Improvement Corporation
403 Main Street, Suite 602
Buffalo New York, 14203
RE: Proposal for Residential Boundary Services
ATTN: Benjamin Brown, Project Manager b.brown@benlic.org

Proposals must be received at BENLIC offices before 10:00 a.m. EST on May 20th, 2024.

Anticipated Schedule

Bids due: May 20th, 2024 by 10:00 a.m.

Notification of Award: Week of May 20th, 2024

Commencement of Work: Immediately following Execution of Contract

[END INSTRUCTIONS FOR RESPONDENTS]

EXHIBIT A: PROPERTY SUMMARY

