



COUNTY OF DANE
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PURCHASING DIVISION

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DATE: October 14, 2006

TO: All Proposers
Request For Proposals #106127: Village of Maple Bluff Surveying Services & Parcel Mapping Services

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: **ADDENDUM #1**

The following answers are provided in response to questions received:

Question #1: The last paragraph of section 1.3.1 states that "Problematic areas will be evaluated". Please elaborate on what the County foresees as to what would be involved in this evaluation process. Will these problematic areas need to be identified and resolved based on available records?

Answer #1: Problematic areas will be identified by the vendor and reviewed by county staff. Upon review of all information, recorded or otherwise, both vendor and county staff will determine the proper method to resolve any of these areas.

Question #2: The available maps of Maple Bluffs show that the majority of Maple Bluffs is within platted areas. It states that Dane County will provide copies of the recorded subdivisions and certified survey maps. Will Dane County also be providing deeds for the properties in the unplatted areas of the Village?

Answer #2: Dane County will provide the documentation required to complete the terms of an agreed upon contract.

Question #3: It is required to locate a sufficient number of boundary points to confirm the location of the subdivision plats and certified surveys and also locate the location of the right-of-way of the roads. Will it be required to locate any of the meander lines along Lake Mendota? This relates to getting copies of the deeds for the property descriptions.

Answer #3: Meander corners and lines will not need to be delineated, unless it is necessary for the plat boundary retracements.

Question #4: The “corresponding map” referred to – What format will the map be required to be in? AutoCad or ESRI or both? Does the County have a specification for AutoCad layering content? If ESRI coverage is required does the County have a database design for lines attributes or for corner-point coverage information?

Answer #4: We are requiring that the data be submitted in an ESRI coverage format consistent with agreed upon specifications. The structure will follow the format described in the following metadata document:

http://www.co.dane.wi.us/lfo/prlpdcd9_faq.htm

We are also requiring that any data files used to initially draft the surveyed boundaries, including AutoCad, be submitted to Dane County. There is no standard structure governing the CAD format, however, the submitted files must be described and/or documented.

Question #5: In section 1.3.2 the RFP states that the associated line work will include “attributes associated with line work” for distances, bearings and line types. Does the County have a GIS database dictionary available for line attributes in an ESRI format to properly populate the attributes?

Answer #5: Metadata regarding the current county tax parcel data structure can be found using the following web address:

http://www.co.dane.wi.us/lfo/prlpdcd9_faq.htm

Question #6: While drafting the line work for the plat and block boundaries, will it be required to locate interior block boundaries based on the current deeds of the parcels?

Answer #6: Only if it will aid in the establishment of an exterior plat or block boundary.

Question #7: Section 1.3.2 is referred to as “Parcel Mapping”. Does this section require the development of a complete topological, closed polygon, parcel layer? We see no mention of the County providing deeds to complete the development of this type of layer. Please elaborate the County’s vision of the parcel mapping deliverable, the database specification and what additional content the consultant will be required to populate.

Answer #7: As it relates to parcel mapping, Dane County is requiring the development of a complete and topologically correct inventory of all plat and block boundaries. Data will consist of both point and line features. Deeds will be provided as needed, if necessary, to help establish these boundaries or to complete the terms of an agreed upon contract. Metadata regarding the current tax parcel data structure can be found using the following web address:

http://www.co.dane.wi.us/lfo/prlpdcd9_faq.htm

Question #8: If the County is requiring a complete parcel polygon coverage layer, does the County have specifications for closure tolerances and requirements on how to handle gaps and overlaps in the event that the survey section of this project concludes that these exist?

Answer #8: Closure issues, along with gaps and overlaps, will need to be reviewed and evaluated by county and vendor staff to determine the proper method of resolving these conflicts.

Question #9: Is this proposal allowed to be bid with multiple proposals as in 2.6?

Answer #9: Yes.

Question #10: Could you please provide the number of and a list of the Plats, re-Plats, and C.S.M.'s that will be included?

Answer #10: There are approximately 20 subdivision plats and 10 certified surveys.

Question #11: Approximately how many parcels comprise the village area.

Answer #11: There are approximately 590 tax parcels.

Question #12: Approximately how many block and right-of-way points are to be surveyed aside from the plat boundary points?

Answer #12: As many as there may be necessary to locate platted boundaries.

Question #13: Will all plat, csm, survey and other hard copies be furnished at the County's expense at the beginning of the project or is it the vendor's responsibility?

Answer #13: All documents available in the Office of the County Surveyor necessary to complete the terms of an agreed upon contract will be provided by Dane County.

Question #14: Will GPS RTK surveying methods, using the City of Madison Base Station be considered accurate enough to meet the 1/10000, third order, Class 1 requirements, along with least squares adjusted conventional traverses?

Answer #14: Yes, as long as proper and appropriate procedures are followed.

Question #15: Will residents be notified of survey work and will access be granted to gated parcels if necessary?

Answer #15: Village of Maple Bluff administration is aware of the project and residents will be notified prior to the contract start date.

Question #16: Is there a specific existing ESRI coverage format that is currently being used by Dane County that will need to be used or will be desired by the County, or will

the vendor be creating a format that is independent for this project?

Answer #16: The current county tax parcel data coverage format can be found using the metadata from the following web address:

http://www.co.dane.wi.us/lfo/prlpdcd9_faq.htm

Question #17: *Is there an existing metadata format used by the County that should be used, or will the metadata just need to comply to FGDC standards?*

Answer #17: Metadata regarding the current county tax parcel data structure can be found using the following web address:

http://www.co.dane.wi.us/lfo/prlpdcd9_faq.htm

Any metadata produced needs to conform with both FGDC and WLIA standards for parcel mapping.

Question #18: *If there are existing coverage or metadata formats desired can we get an example from the County?*

Answer #18: Metadata regarding the current county tax parcel data structure can be found using the following web address:

http://www.co.dane.wi.us/lfo/prlpdcd9_faq.htm

Question #19: *Will the plat bearings (adjusted or not) be portrayed on the map "as recorded" or will they reflect the rotated bearing structure as per Dane County Coords?*

Answer #19: Bearings should reflect rotation to Dane County Coordinates and reference recorded information. All attribute data captured for the digital parcel layer must preserve the recorded map bearings and distances.

Question #20: *Is conventional traversing combined with RTK-GPS an acceptable method for collecting measurements on this project?*

Answer #20: Yes.

Question #21: *Are copies of the least squares adjustment computations to be included as part of the deliverables?*

Answer #21: Yes.

Question #22: *Is an approximate number of primary Right of Way points of curvature to be searched for and located available?*

Answer #22: The number will depend on what is necessary to help establish the plat or block boundary.

Question #23: Is an approximate number of plats and Certified Survey Maps included in the area to be mapped available?

Answer #23: Approximately 20 subdivision plats and 10 certified surveys.

Question #24: Does “establish Dane County coordinates NAD 83(91)” include vertical control or just horizontal control, Northings and Eastings?

Answer #24: For the purposes of this project, only horizontal control will be necessary.

Question #25: The narrative Section 6 (Cost Proposal) includes an entry for Additon Field Surveying and Spatial Data but the Cost Summary Sheet, Attachment E does not. Which is correct?

Answer #25: That will be added to the Cost Summary Sheet as 6.1.3 **Addition Field Surveying & Spatial Data**. 6.1.4 will be updated to **Internal Block Boundaries** to accurately reflect Section 6. **See attached revised form.**

Question #26: What type of monument should be used to restore the five (5) PLSS corners to be located and restored? Will the monuments be provided or will the Contractor be required to procure them?

Answer #26: In the event that a PLSS monument needs to be replaced, the monument shall meet the minimum requirements of s.60.84(3)(c) or equivalent. The monuments will be the vendors responsibility to obtain, however, evidence from recent tie sheets indicate that locations are perpetuated.

Question #27: Are the plat maps and CSMs available on line? I do not know the names of the plats or even how many there are.

Answer #27: Unfortunately, plats and CSMs are not available on-line at this time. There are approximately 20 subdivision plats and 10 certified surveys.

Question #28: Can you provide an approximate number of parcels that will require mapping?

Answer #28: The individual parcels will not necessarily need to be mapped. The terms of a subsequent contract will be focused on establishing CSM, subdivision plat and block boundaries only.

Question #29: Will the County provide all the documents necessary to complete the survey and mapping or is the surveyor responsible for obtaining and paying for the documents at the Register of Deeds Office?

Answer #29: All documents available in the Office of the County Surveyor necessary to complete the terms of an agreed upon contract will be provided by Dane County.

Question #30: In problematic areas will the surveyor be required to submit an Assessors Plat

(or other form of survey to address these areas) or would this be considered an additional service?

Answer #30: Submission of an Assessors Plat would be considered an additional service.

Question #31: *Will monumentation of key points (such as PC's, PT's, Block Corners, Subdivision Corners, etc.) be required where these corners are not found?*

Answer #31: No.

Question #32: *Section 1.3.2 in the RFP states that attributes "associated with line work will include distances, bearings, and lines types." Will the distances and bearings be the original (deeded) distances and bearings, or will they be the distances and bearings of the final lines at the end of the project? For example, a line might be shown on a plat as being 100.05 feet long, but the actual digital arc might be 100.03 feet long in order to snap to a monument. Would the plat length be used as the line attribute, or would the length of the GIS arc be used?*

Answer #32: The line attributes should include only the source measurement – from the plat.

Question #33: *Section 5.1 Format of Data Files and Monument Reports. WE would like to confirm that the County is requesting the GIS deliverables in an ESRI Coverage format instead of Geodatabase or Shapefile. Also, what version of ESRI software is the County currently using?*

Answer #33: The minimum requirement for the GIS deliverables will be an ESRI coverage, others can be accepted as well. The county is currently using ArcGIS 9.1.

Question #34: *Section 5.1 Format of Data Files and Monument Reports. Is there a standard level, color or line style structure that the County wishes to follow for the DWG or DXF format?*

Answer #34: There will be no standard structure governing this format, however, any CAD formats will need to be described and/or documented.

Question #35: *Section 2.5 Proposal Organization and Format. This appears to indicate that there should be a tabbed section titled "Required Forms" that includes Attachments A-E. However, it seems that some of these forms would be best included elsewhere in the document. That is, Attachment C- Reference Data Sheet would be in the "Response to General Requirements," and Attachment D – Cost Summary Page would be in the "Cost Proposal" section. Is it acceptable to organize the document in that way?*

Answer #35: Attachments A, B, C, and E must be included in the "Required Forms" section of the proposal. They can also be included elsewhere. All cost information should be submitted in a separate, sealed envelope with the proposal.

Question #36: *Is there a proposed budget set aside for this project?*

Answer #36: There is a proposed budget amount associated to this project.

Question #37: *Do you have an estimate of the number of parcels and the number of blocks that are within the project area? If so we would appreciate having the estimates.*

Answer #37: The mapping of individual parcels will not necessarily be a requirement of a subsequent contract, blocks however, will be. There is not a known number of blocks at this time, but we do know there are approximately 20 subdivision plats.

Question #38: *Would the county consider extending the completion date to the end of spring due to excavation of existing parcel corners during the frozen winter months of January, February and March? The residents may become quite unhappy as a result of digging in their lawn in the frozen ground. In the months without frost a simple lawn plug can be taken out and then replaced. In the winter months the ground is chopped up looks like the devil when spring comes.*

Answer #38: While the county may consider it, this project has a proposed completion date targeted for February.

Question #39: *Will the county be responsible for supplying PLSS monuments and reference corners?*

Answer #39: Vendor will be responsible for obtaining any necessary PLSS monuments.

Question #40: *Attribute data of bearing, distance and line type are to be included in the line work. Is this data to be the "recorded" data of bearing and distance, if it exists on the plat or Certified Survey? Or is it to be the actual Dane County Grid bearing and distance after the cogo work has been done and adjusted to the field data collected?*

Answer #40: The attribute data should carry the recorded bearings and distances obtained on the original plats or CSMs.

Question #41: *The job is slated to begin work in December. Typically, frost is in the ground by mid-December though late February or Mid March. There are many corners to be recovered. This will require the digging, by hand, to expose and locate the necessary monuments. This will be extremely costly in frost conditions and residents may not like the manner in which we would "chip" through the frost with picks or gas powered tools. Would the county consider modifying the contract schedule to allow additional time if frost in fact is in the ground prior to all field work being completed?*

Answer #41: While the county may consider it, this project has a proposed completion date targeted for February.

Question #42: *Will the property owners in the Village be notified, maybe through the tax bill mailing procedure, that this work will be ongoing for a period of time? Residents*

need to be aware and understand why surveyors may be in their yards recovering survey monuments.

Answer #42: Village of Maple Bluff administration is aware of the project and residents will be notified prior to the contract start date.

Question #43: *The RFP states that a “sufficient” number of corners are to be recovered to allow for the mapping of the plats and CSM’s. In order to estimate the extent of work we would anticipate, we need some sort of base map or maps to utilize to estimate this work. Can the County supply us, at minimum, copies of the tax maps or the section maps that the County Surveyor’s Office has in the hard cover book to allow us to estimate the number of corners that will be required to complete the job? These maps would also help us estimate the number of different plats and Certified Surveys we will ultimately be mapping.*

Answer #43: Copies of hand drafted section maps are available from the Office of the County Surveyor, but as noted in the RFP, the county cannot assume any cost associated to the preparation of this proposal. There are approximately 20 subdivision and 10 certified survey maps.

Question #44: *We would like to confirm our understanding that the coverages we will be providing will be strictly the platted lots as per the recorded plats and Certified Surveys provided us if we would win the contract. Can you confirm that we will not be required to create any data covering the metes and bounds areas (unplatted) or the “tax parcels” used for assessments?*

Answer #44: At a minimum, the coverage data, and any other drafted data, will only be required to include platted (subdivision and CSM) and block boundaries.

Question #45: *If any of the public land corners noted as previously monumented are in fact obliterated, are all of the costs of re-monumenting the position within this contract, or is this a service beyond the scope of this project?*

Answer #45: While the need for remonumentation at this time seems unlikely from recent monument records, any costs associated to performing this task will be the responsibility of the vendor.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.

COST SUMMARY SHEET

Pricing shall include any and all time, equipment, and materials required to complete the contract to the satisfaction of Dane County. Pricing shall be FOB Destination to various county agencies or to the US Post Office as directed by the County.

Description	Cost of Services
6.1.1 Field Surveying & Spatial Data	
6.1.2 Plat & CSM Boundaries	
6.1.3 Additional Field Surveying & Spatial Data	
6.1.4 Internal Block Boundaries	
List any and all additional costs in the area provided below:	
List additional services you feel might be of benefit to the County.	