

# **REQUEST FOR PROPOSALS**

## **SURVEY SERVICES**

Due: May 7, 2024 by 10:00 AM

Housing Authority of the City of Passaic  
52 Aspen Place  
Passaic, New Jersey 07055  
973 365-6330

## **REQUEST FOR PROPOSALS**

The Passaic Housing Authority (the “PHA”), Passaic, New Jersey will accept proposals for the completion of a site survey and subdivision map. The survey is being undertaken to facilitate the development of the Alfred Speer Village housing complex. All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations, and handbooks promulgated by all applicable regulatory agencies.

It is anticipated that the Alfred Speer Village Redevelopment will occur in three (3) separate phases. This proposal will accomplish Phase 1 of the redevelopment where the existing office area will be subdivided from the current site. All items requested below relate to Phases 1 only.

The services that are requested will be as follows:

### **SUBDIVISION SURVEY SERVICES**

1. Prepare a subdivision survey. The survey must determine the boundaries, dimensions, and legal description of property (ALTA/NSPS).
2. Prior to conducting the survey, the surveyor shall obtain all pertinent information and documentation in the client's possession relative to the property to be surveyed. Such information may include, but not be limited to, earlier surveys, record deeds, title reports, original tract maps, public records, and State, county, or municipal maps. If such information provided is not sufficient to meet the owner's needs, the surveyor shall make all reasonable efforts to obtain all information and documentation needed to render an accurate survey but shall not rely on a tax map for purposes of defining metes and bounds.
3. A field survey must be made of the property in question and such field survey shall include all measurements and recording of all data necessary to perform an accurate survey.
4. Appropriate corner markers shall be set. Such markers shall be set at each property corner not previously marked by a property marker unless the actual corner is not accessible.
5. All boundary or corner markers delineating the property surveyed must be described on the plat of survey with data provided to show their relation to the property or corner or, if appropriate, to the boundary lines.
6. Markers for property corners shall be composed of durable material and be of the minimum length practical to reasonably assure permanence, with a recommended length

of 18 inches or more. Markers must be identified with a durable cap, disc, or shiner bearing the full name of the surveyor or firm responsible for setting the monument.

7. The following items must be shown on the survey:
  - a) Title block complying with N.J.A.C. 13:40-8.
  - b) The State, county, and municipality in which the property is located, and specific data as provided by the owner identifying the property or other pertinent identifying data as deemed appropriate by the surveyor, including block, lot number and address.
  - c) North arrow, identifying the horizontal datum of the survey (for example, NAD27, NAD83, magnetic, deed book and page, etc.) and scale.
  - d) The point of beginning.
    - i. Metes and bounds of the property in question; all measurements are to be indicated in feet and decimals of a foot except when legal requirements or professional custom and usage require another form of measurement.
    - ii. Property corner markers, both found and set, and the relation of existing markers to the property corner or, if appropriate, to the boundary lines.
    - iii. Street and street names and location and widths of the traveling way when such streets abut or adjoin the property in question. If the street is not open, the survey should so indicate.
    - iv. Encroachments of structures both on the premises in question and/or adjoining properties.
    - v. Fences, tree rows, hedges, streams, ditches, building locations, easements and any physical occupation influencing property line determination.
8. In all cases, survey work shall be performed in accordance with currently accepted accuracy standards.
9. The surveyor must also consult with the Housing Authority attorney handling the subdivision to determine that all items requested by the City of Passaic have been included on the final survey.
10. Prepare Subdivision Plan for submission by the Client to the City of Passaic Planning Board and Passaic County Planning Board. The plat will be prepared to conform with the

New Jersey Title of Recordation Act requirements as well as the City of Trenton and Mercer County requirements.

**ADDITIONAL ITEMS TO BE PRICED SEPARATELY:**

1) Utility Survey

- a) Map on site, above-ground observed utilities based on surface evidence only. This may include visible structures or utility mark-outs by others. Report pipe types, sizes and invert elevations for any storm or sanitary sewers that may exist on or immediately adjacent to the subject property. Locate one structure upstream and downstream of PQ. If this information is insufficient or incomplete, surveyor must contract with a private subsurface utility markout company to mark on the ground the presence of underground utility lines. Mapping of utilities within the roadway frontage will only be collected if there is safe access. If police assistance is needed for inverts in the roadway, there will be additional cost for police and field time, if needed.

2) Topographic survey

- a) Provide topography with 1-foot contours and spot grades on the Lot, including a 10-foot overlap to adjoining lots, if safely accessible, and extend to the far curb of Aspen Place and State Street. Survey will include spot elevations along centerline of Aspen Place and State Street and top and bottom of curbs. Final plan will be completed with the horizontal datum New Jersey State Plane Coordinate Grid System NAD 1983. The vertical datum will be NAVD 1988.

3) Tree Survey

- a) Locate existing trees outside wooded areas of 6 inches or greater in caliper (Diameter at Breast Height) within Block 1079, Lots 1 and 41 and Block 1079.01, Lot 1. Located trees will be added to the Boundary Survey. This Task does NOT include individual tree identifications (species).

4) Private Underground Utility Markout (Phase S06)

- a) Contract with a subsurface markout company to mark on the ground the presence of underground utility lines. The markout company will use a combination of Ground Penetrating Radar, Precision utility locator and Magnetometer investigation within the areas surveyed to determine the location and markout said

location of existing utilities. This information, once collected, analyzed, and provided, will be added to the Boundary Survey.

Surveyor Qualifications:

- 1) Must be licensed in the State of New Jersey to provide surveying services.
- 2) Must have previous experience providing these services on a similar scale.

Proposal Submission:

All persons interested in submitting a proposal for completion of the survey should submit a proposal based upon itemized fees. The following items should be included in the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar projects that the firm has previously completed;
- 3) Listing of references;
- 4) Evidence that the firm is licensed in the State of New Jersey;
- 5) An insurance certificate indicating that the firm has professional liability insurance.
- 6) New Jersey Business Registration Form

The PHA will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for survey services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

This RFP is being solicited through a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5 et seq. All proposals received will be publicly opened at 10:00 am on May 7, 2024, in the conference room at the Offices of the Housing Authority of the City of Passaic, 52 Aspen Place, Passaic, New Jersey 07055.

RONALD VAN RENSALIER  
Executive Director

**PASSAIC HOUSING AUTHORITY**

**52 Aspen Place  
Passaic, New Jersey**

**07055**

**973 365-6330**

Survey Services

**PROPOSAL SUBMISSION SHEET**

1) Name/Address of Firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) Telephone Number: \_\_\_\_\_

3) Contact Person: \_\_\_\_\_

4) Amount of Fee:

a) SUBDIVISION SURVEY SERVICES (PHASE 1): \$ \_\_\_\_\_

b) ADDITIONAL ITEMS TO BE PRICED SEPARATELY: \$ \_\_\_\_\_

Attach an itemization of additional services 1 to 4 in the RFP.

5) Amount of any expected reimbursables or other expenses: \$ \_\_\_\_\_

6) Number of Calendar days required to complete the survey, after execution of a Contract:  
\_\_\_\_\_ days.

7) Other:

**PASSAIC HOUSING AUTHORITY**  
**COMPETITIVE PROPOSAL EVALUATION SYSTEM**

**Professional Services**

Type of Services: Survey Services

Name/Address of Respondent: \_\_\_\_\_

- 1) Demonstrated experience and competence in this type of work (25 Points). \_\_\_\_\_
- 2) References from Similar projects (30 Points). \_\_\_\_\_
- 3) Capability and capacity to accomplish work within the required time period (20 Points). \_\_\_\_\_
- 4) Geographic location of the firm relative to the proximity to the site (15 Points). \_\_\_\_\_
- 5) Specialized experience of key personnel in preparation of site survey services (20 Points). \_\_\_\_\_
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin (10 Points). \_\_\_\_\_
- 7) Price (10 Points). \$ \_\_\_\_\_

Total Point Score: \_\_\_\_\_

**Narrative Review of Proposal:**

Legal Advertisement

**REQUEST FOR PROPOSALS**

The Passaic Housing Authority (PHA) will accept proposals for the following services:  
“Survey Services”

It is the PHA’s desire to retain a duly qualified, competent, licensed, and capable surveyor to prepare a survey of Alfred Speer Village, 24 State Street, Passaic, New Jersey for the redevelopment of the site in 3 phases. All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services.

All firms interested in submitting a proposal for the survey can view the formal Request for Proposals at the Housing Authority website at: [www.passaichousing.org](http://www.passaichousing.org). The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted to the office of the Passaic Housing Authority, 52 Aspen Place, Passaic, New Jersey 07055 on or before May 7, 2024 by 10:00 AM.

The PHA reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This RFP is being solicited through a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

RONALD VAN RENSALIER  
Executive Director