

# Surveyor / Civil Engineer

## Mokelumne Manor Community Center / Office Renovation

### Mokelumne Manor, Thornton, CA

**Introduction:** The HACSJ is seeking quotes from licensed and bonded Surveyor/Civil Engineer to provide building flood certificate and site surveying services relating to the renovation of its community center/office building located within the Mokelumne Manor community in Thornton, CA. The contracted Surveyor/Civil Engineer shall assist in the processing of Flood Certificate through the County of San Joaquin's Building Department.

**Due Date for Quotes:** 3:00 P.M. Friday, 2/17/2012

**Anticipated Start Date:** February 2012 (Actual Date to Be Determined)

**Scope of Services and Materials:** Provide surveying and civil designs that shall resemble the conceptual drawings provided with this Quotes for Small Purchase (QSP). The existing office building is approximately 1,475 SF on a lot of approximately 9,850 SF.

Anticipated Designs Requirements (see conceptual design);

- Surveying - Flood Plain
  - Determine elevation of existing building and surrounding grounds as it pertains to the flood plain.
  - Create a Flood Certificate identifying if the building is found to be above the flood plain.
  - Assist in processing of the Flood Certificate through S.J. County Building Department.
- Surveying - Site Survey
  - Provide site survey of surrounding lot and adjacent structures.
  - Provide site survey to the Housing Authority's architect for use in Architectural Design (Architect to be determined).
- Civil Engineering
  - Provide quote for the civil design of the proposed site improvements (if required).

"Non-Standard" (Additional) Services:

- Additional Services: Services required that are not specifically mentioned above but are necessary for the work to be performed for a Surveyor/Civil Engineer shall be made known and labor rates or quote for services shall be made available to the Housing Authority with its quote submittal.
- Labor Rates: Any services required for a Surveyor or Civil Engineer.

In performing all services, the Surveyor/Civil Engineer shall comply with all applicable federal, state, county, and city statutes, ordinances, and regulations. If such compliance is impossible for reasons beyond its control, the Surveyor/Civil Engineer shall immediately notify the HACSJ of that fact and the reasons therefore.



**Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by HACSJ pursuant to this QSP:

**Contract Form:** The HACSJ will not execute a contract on the successful proposer's form. Contracts will only be executed on a form supplied by the HACSJ, and by submitting a quote proposal the successful proposer agrees to do so. However, the HACSJ will consider any contract clauses or Appendices that the proposer wishes to include. The failure of the HACSJ to include such clauses or Appendices does not give the successful proposer the right to refuse to execute the HACSJ's contract form.

**Required Clauses:** At a minimum, the attached "*HACSJ Purchase Order Terms & Conditions*" and "*HUD Table 5.1: Mandatory Contract Clauses for Small Purchases Other Than Construction*" will be applicable to any Purchase Order and/or Contract issued by the HACSJ.

**Assignment of Personnel:** The HACSJ shall retain the right to demand and receive a change in personnel assigned to the work if the HACSJ believes that such change is in the best interest of the HACSJ and the completion of the contracted work. Contractor shall select and employ the replacement personnel.

**Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the contract) without the prior written consent of the HACSJ Executive Director (ED). Any purported assignment of interest or delegation of duty, without the prior written consent of the HACSJ ED shall be void. It may result in the cancellation of the contract with the HACSJ, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the HACSJ ED.

**Licensing and Insurance Requirements:** Prior to award (but not prior to submission of the proposal) the *successful proposer* will be required to provide:

- **Licensing:** The contractor shall provide to the HACSJ copies of any required current City, State and/or Federal licenses. Failure to maintain these licenses in a current status during the term(s) of this contract shall constitute a material breach thereof.
- **Certifications:** Contractor shall currently maintain, and will maintain throughout the course of any Contract resulting from this Request for Quotes for Small Purchase (QSP), required certifications based on scope of work and must be presented to the HACSJ upon request:
- **Proof of Insurance:** Contractor shall maintain throughout the course of any Contract resulting from this Request for Quotes for Small Purchase (QSP), at a minimum, insurance coverages shown on the attached form HARRP Exhibit. Proof of such coverages must be presented to the HACSJ upon request.



**QUOTES FOR SMALL PURCHASE (QSP) #1112-020, Surveyor/Civil Engineer**

---

**Quote:** By submitting a quote response the Proposer agrees to abide by all applicable laws, ordinances, and regulations.

**Surveying Services - Flood Plain**

Lump sum price for Surveying and Flood Certificate: \$ \_\_\_\_\_

**Surveying Services - Site Survey**

Lump sum price for Site Surveying: \$ \_\_\_\_\_

Lump sum price for Site Map with elevations: \$ \_\_\_\_\_

**Civil Engineering Design Services**

Lump sum price for Site Design to be used within Architectural Drawings: \$ \_\_\_\_\_

**Other Services**

Lump sum price for Other Services (if required - describe below): \$ \_\_\_\_\_

**Grand Total:**

(Note: Surveyor/Civil Engineer shall also attach standard billable hourly rates.) \$ \_\_\_\_\_

**Submitted by:**

\_\_\_\_\_

\_\_\_\_\_

Company Name & Address

\_\_\_\_\_

Email

\_\_\_\_\_

Telephone

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

