

Shawano 2025 Government Corner Maintenance Program:

Shawano County has developed a Section Corner maintenance plan for its PLSS corners. Each year a new RFP will be sent out outlining the project. Shawano County is issuing this Request for Proposals (RFP) for contracted services of a Professional Land Surveyor registered in the State of Wisconsin to establish and maintain Public Land Survey System (PLSS) section, quarter sections, meander corners and government lot corners. All Government corners in the Town of Wittenberg, T27N, R11E have been selected for this contract. The project consists of maintaining the current corners, its witness and verifying the published Shawano County coordinate value assigned to each corner. New tie sheets will be completed per A-E 7.08 (1) (c) or as requested in this RFP as Shawano County determines in its discretion.

Scope of Services:

The contractor shall be required to perform the following duties and provide the following deliverables:

- a) The contractor shall follow all procedures for determining corner locations as laid out in Wisconsin Administrative Code AE-7.08, requirements per this RFP and any other rules or regulations pertaining to the retracement of government corners.
- b) Shawano County has existing tie sheets of all section, quarter sections and government lot corners in the Planning and Development office. The corners all have coordinate values in the Wisconsin County Coordinate System Shawano County NAD 83 (1991) datum. There are 169 corners in the Town of Wittenberg, T27N, R11E.
- c) All corners need to be investigated to see if the Corner monument is in place and has 4 witness monuments in the 4 quadrants of the corner itself. If the corner itself or any witness monuments are missing, the corner needs to be re-tied off and a new tie sheet completed. If the corner and its 4 witnesses are in place and verified to be correct, no new tie sheet needs to be completed.
- d) The existing coordinate values need to be verified utilizing NAD 83 (1991) datum. All existing coordinate values need to comply with the "Survey Grade definition" as defined by the Wisconsin County Surveyors Association which is 2 centimeters or better. A minimum of two-180 second RTK observations that are averaged or a closed traverse of 1:15,000' needs to be executed in the verification of the coordinate value of each corner. If coordinate value obtained does not comply with the Survey Grade definition to the published coordinate value, The Shawano County Survey office needs to be notified and the new coordinate value approved by the Shawano County Surveyor. Coordinate values need to be on all tie sheets.
- e) All new ties sheets need to be completed in accordance to Wisconsin Administrative Code AE-7.08. The tie sheets will contain the published coordinate value from Shawano County or the approved revised value. The corner history narrative needs to reflect the history of the corner documented on the previous tie sheet. Just referencing the older tie sheet will not be accepted. If at all possible, a minimum of one witness monument needs to be referenced to a sign, power pole, tree, culvert, driveway, building or any other discernable feature. Measurement between all witnesses needs to be shown. A tie sheet template in AutoCAD2014 will be provided.
- f) There are old ties sheets in each township that will be required to be updated and replaced with new tie sheets. There are 87 old ties sheets that need to be updated in T27N, R11E. The enclosed map will show the corners that will require updated tie sheets.

- g) All verified Coordinate Values must be supplied to County in a .CSV file at time of completion along with an updated Section Summary.
- h) A Monthly report will be due on the first day of each month and e-mailed to Jess Van Buren, Shawano County Real Property Lister - jessica.vanburen@shawanocountywi.gov. The report shall consist of Corners visited per township, tie sheets needed and tie sheets completed per township.

Contacts:

David Yurk
County Surveyor
(920) 213-5523

Jess Van Buren
Real Property Lister
(715) 526-4648

Hold Harmless:

The Contractor will indemnify and hold harmless Shawano County and all its officers, agents and employees from all demands, liability, damages, suits, actions, or claims of any nature brought for or on account of any injuries, liability or damages received by any entities, persons or property resulting from the operation of the contractor or their agents in pursuing work under or relating to this agreement.

County Reservation:

Shawano County openly solicits the best value on all "Requests for Proposals". Shawano County reserves the right to accept or reject any or all proposals in whole or in part, and to negotiate the terms of a proposal with the proposer as deemed in the best interest of the County.

- I. This proposal request does not commit Shawano County to make an award or to pay costs incurred in the preparation of a proposal in response to this request, and Shawano County shall not be responsible for any such costs.
- II. The proposals will become part of Shawano County's files without obligation on Shawano County's part.
- III. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official or employees of Shawano County for any purpose.
- IV. Shawano County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and/or irregularities, or to re-advertise with either an identical or revised specification.
- V. Shawano County reserves the right to request clarification of any proposal, and to have the successful bidder (if any) enter into a contract to which this RFP will be attached.

Questions:

Any questions on the RFP should e-mailed to Jessica.vanburen@shawanocountywi.gov and dave.yurk@shawanocountywi.gov Deadline for all questions will be C.O.B. February 26, 2025.

Closing Date:

The County of Shawano, will receive sealed proposals up to 4:00 P.M. February 28, 2025. The proposals can be hand delivered or mailed:

Shawano County Planning and Development Office
Shawano County Courthouse

Attn: David Yurk, County Surveyor

311 N. Main Street
Shawano WI. 54166

Please write PLSS BID on envelope.

Facsimile or e-mail proposals will not be accepted. Bids will be opened the morning of the Planning Development and Zoning March 5th meeting and checked for completeness before the meeting. Bids will be decided upon at the March 5th Planning Development and Zoning meeting.

Contract Term:

Project completion date is close of business on April 31, 2026. All deliverables must be submitted prior to the closing date.

Liquidated Damages:

The parties agree that if the project and contract requirements are not completed in a timely manner, the assessment of damages will be difficult to ascertain. Therefore, as a true and accurate reasonable measure of damages, and not a penalty, Shawano County may assess and request a payment from the contractor in the amount of \$100 per day for each day after April 31, 2026 that the contract requirements have not been fully completed.

Proposal Requirement:

Proposals must have the following information to be considered. Incomplete or failure to respond to each area below may be the basis for rejecting the proposal.

I. Organization Capabilities and Technical Requirements

Describe your experience and capabilities in providing similar services to those required in the scope of services. Be specific and identify projects, dates and results.

II. Staff Qualifications

Resumes of the staff from your company/organization that would perform the services listed in the scope of services.

III. References

Any references of past PLSS Corner perpetuation or maintenance experience\projects.

Cost Proposal Portion:

Complete a lump sum cost for all the tasks associated in the Scope of Services and a breakdown of services per Township.

Proposal Selection and Awards Process:

The proposals will be reviewed, evaluated, weighted and scored by Shawano County. If minimum acceptable requirements are not met, the proposal will be rejected. In event that all the contractors do not meet the mandatory requirements, Shawano County reserves the right to continue the evaluation of the proposals and to select the one that most closely meets the requirements of this RFP.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount with the selected contractor prior to entering into a contract. If the contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

Vender Indemnity and Insurance Requirements:

The County shall also be held harmless against all claims arising out of Contractor's/Consultant's provision of services, including but not limited to claims of malpractice or errors and omissions. Contractor/Consultant shall provide proof satisfactory (Certificate of Insurance) to the County that it has in effect at least the following insurance coverage. The County does not represent that these amounts are sufficient and consultant should exercise judgment about the adequacy of insurance coverage. Consultant's insurance shall be primary and to the extent County insurance may be involved, it shall be secondary. Contractor/Consultant is required to pay all liability and damages caused by its wrongful acts or omissions regardless if the liability and damages are insured or not.

WORKERS COMPENSATION: Consultant shall provide statutory workers compensation coverage for its employees who shall not be considered employees of the County in any way.

AUTO LIABILITY: Minimum limit of \$1,000,000 per occurrence to cover bodily injury and property damage arising out of ownership, maintenance, or use of any motor vehicle, including owned, non-owned and hired.

GENERAL LIABILITY: Minimum limit of \$1,000,000 per occurrence, this shall be broad form coverage. Insurance may be provided in the form of a base policy together with an umbrella or excess policy.

CORNER INDEX

TOWN 27

RANGE 11

CORNER MAY OR MAY NOT
BE MONUMENTED—NO TIES.

CORNER MONUMENTED—
TIE SHEET FILED.

1/16 CORNER MONUMENTED—
TIE SHEET FILED.

WITTENBERG

