



**Ventura County Community College District  
Ventura College Parking Lot Renovation**

**REQUEST FOR PROPOSAL**

**Site Land Surveying Services**

*Proposals due by:*  
2:00 p.m.  
December 15, 2003

Deliver to:

Project Director  
The JCM Group  
c/o VCCCD, Capital Planning, Design and Construction  
333 Skyway Drive  
Camarillo, CA 93010

**REQUEST FOR PROPOSAL**  
**VENTURA COLLEGE PARKING LOT RENOVATION**  
**LAND SURVEYING SERVICES**

**1.0 PROJECT REQUIREMENTS**

Survey company will be required to provide conventional topographic mapping to locate existing features and utilities for the Ventura County Community College District property located at the Ventura College. Limits are bounded by the curb to the north of North Campus Way, to the south by the curb at telegraph road, to the west by the west curb at East Campus Way and the east by the curb surrounding Wright Library. (approximately 306,000 sf).

The topography shall locate and identify the utility covers, manholes, manhole inverts with rim elevations, catch basins, drainage facilities, fire hydrants, light poles, utility poles, parkways, trees, curb and gutter, berms, roads, driveways, concrete pads, walls, fences, buildings, and other visible features. The topographic data will be compiled and delivered in an AutoCAD 2002 format at a horizontal scale of 1"=20' and a 1' contour interval. A diagram and a list of the coordinates and elevations of the permanent control points is required. The information listed shall be provided on a CD-R Compact Disc. The specific items proposed are listed below in the Scope of Services.

In addition to the submittal of your proposal, please also send your qualifications information and a copy of your marketing brochure.

**2.0 SCOPE OF SERVICES**

Surveyor shall provide surveying services for the project site as follows:

- 2.1 Project Management** – Provide supervision and quality control on the project.
- 2.2 Survey Monument Control** – Provide survey control for boundary as well as control for conventional survey data collection. Vertical elevations shall be referenced to NAVD88 datum. Horizontal coordinates shall be referenced to the California Coordinate System of 1983 (CCS83), Zone V, in feet.
- 2.3 Conventional Augmented Topographic Survey & Utilities** – Provide conventional topography where the aerial was obscured by building, trees or shadows.

**2.4 Rights-of-Way and Boundaries** – Provide compiled rights-of-way and boundaries within the project area based on existing record mapping and Official Records. Street centerline monuments shall be surveyed and used for right-of-way locations.

### **3.0 DELIVERABLES**

1. One CD-R containing an AutoCAD 2002 drawing file of the entire project area, and an AutoCAD 2002 drawing file of the compiled rights-of-way and boundaries.
2. One set of hard copy plots of the entire project area.

### **4.0 INSURANCE**

The Surveyor shall provide and maintain insurance coverage for claims under Workers Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness or disease, or death of employees or of any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The Surveyor's proposal shall state the coverages and limits of liability of professional liability insurance that will be maintained for protection from claims arising out of the performance of professional services. Certificates of Insurance evidencing the above coverages shall be made available at the Owner's request.

### **5.0 SERVICES NOT INCLUDED UNDER THIS PROPOSAL**

The following services and all other services not specifically listed herein shall be excluded:

1. Governmental and public agency fees, cost of bonds and taxes.
2. Record-of-Survey map checking fees.
3. Title reports and associated documents that are being provided by the owner.

### **6.0 TIME OF PERFORMANCE**

Provide, as part of the proposal evaluation, an estimate of how long it will take to complete the work and provide a finished product.

### **7.0 ITEMS TO BE SUPPLIED BY OWNER**

1. Updated title policy for property (August 2003).
2. Existing aerial survey.

## **8.0 QUALIFICATIONS**

All services shall be performed by qualified personnel under the supervision of a professional, licensed or otherwise qualified by the State to practice land surveying, and the document(s) submitted shall bear the Surveyor's seal and statement to that effect.

## **9.0 RATE SCHEDULE**

The Surveyor shall attach the lump sum fee or rate and price schedule information or both to their proposal. The cost of the land survey (including the furnishing of all materials, surveying equipment and computers, labor and any required insurance) shall be based upon a stipulated sum for all services based on this proposal, with adjustments to the stipulated sum being computed in accordance with the Surveyor's attached rate schedule if changes in the work are authorized.

## **10.0 NON OBLIGATION**

This Request for Proposal shall not be construed to create an obligation on the part of the District to enter into a contract with any geotechnical firm. This proposal is not intended, nor is it to be construed as, a request for formal bids pursuant to any statute, policy or regulation. The District reserves the right to reject any and all proposals or to accept the proposal that, in the judgment of the District, is in its best interest.

*Note: Map available upon request.*