

REQUEST FOR PROPOSALS (RFP)

Topographic Survey for Construction Project Depew Park Playground Improvements Peekskill, New York 10566

- 1) **Project Objectives:** The City of Peekskill is seeking a qualified individual or firm to prepare a metes and bounds/topographic survey for portions of a City owned parcel known as Depew Park located on Robin Drive, Peekskill, New York. Renovations are proposed for this parcel, known as Depew Park Playground, including new play equipment, safety surface, landscaping, and benches. An adjacent parcel, known as the Depew Park Wading Pool, is also included in this Request for Proposal, as an “add alternate” for additional survey services. Survey specifications, location map, and aerial maps are attached for your information.
- 2) **Scope of Project:** The scope of project is to survey and stake the entire parcel known as the Depew Park Playground as identified in attachment A. The area to be surveyed is approximately 20,000 sf. The northern boundary of this area to be surveyed is to be the property line between the City of Peekskill owned Depew Park and the Peekskill City School District owned multi-purpose field.
- 3) **Add Alternate A:** In addition to surveying and staking the entire parcel known as the Depew Park Playground as identified in attachment A, survey and stake the entire parcel known as the Depew Park Wading Pool as identified in attachment B. The additional area to be surveyed is approximately 40,000 sf. The northern boundary of this area to be surveyed is to be the property line between the City of Peekskill owned Depew Park and the Peekskill City School District owned multi-purpose field.
- 4) **Methodology:** The licensed surveyor should provide a cost estimate for (i) the playground area survey and (ii) both the playground area survey and the wading pool area survey. The licensed surveyor should provide a timeframe to prepare the survey. The City requires that the survey be completed within one month from the contract award date. The preferred surveyor will be recommended to the Common Council on August 10, 2009 and a contract award is expected at that time.
- 5) **Survey Requirements:** The survey must include all items in the attached list of “Survey Requirements – Westchester County Department of Planning”.
- 6) **Project Products:** Each completed survey must be provided in the following formats:
 - i) Disk: AutoCAD2000 or 2004 versions;
 - ii) One original Mylar; and
 - iii) Three hard copies of survey with seal affixed
- 7) **Firm/Individual Qualifications:**
 - i) Licensed Surveyor in the State of New York

- ii) A minimum of five years experience in the preparation of topographic surveys
- iii) Experience and successful track record on projects of similar size and scope

8) **Submittal Requirements:**

- i) Written bid on surveyor's letterhead.
- ii) Proposed scope of work
- iii) Schedule of performance for completion of the work
- iv) Indicate any additional assistance expected from the City of Peekskill
- v) Include references and list of previous projects

9) **Approval/Award Schedule:**

- | | |
|--------------------------------|--------------------|
| i) Availability of RFP: | July 16, 2009 |
| ii) Proposals due: | July 28, 2009 |
| iii) Bid recommendation: | August 10, 2009 |
| iv) Contract award: | August 11, 2009 |
| v) Completion of final survey: | September 10, 2009 |

10) **Proposal Submission:**

Please submit two (2) copies of the requested information no later than 11:00 a.m. on Tuesday, July 28, 2009 to:

Kathy Lockwood
Department of Planning, Development and Code Assistance
City Hall, 840 Main Street
Peekskill, NY 10566

Phone: 914-734-4214
Fax: 914-737-2688
E-mail: klockwood@cityofpeekskill.com

**SURVEY REQUIREMENTS
WESTCHESTER COUNTY DEPARTMENT OF PLANNING**

Topographic surveys shall be prepared by a Licensed Land Surveyor, and shall be provided in **digital format**, accompanied by a stamped mylar reproducible copy with scale (both written and graphic), North arrow, legend, and date. The survey shall address but not be limited to the following:

1. Show entire property and adjacent properties.
2. Property lines (metes and bounds) tied into established reference points.
3. Contours at one foot intervals.
4. Scale at 1"=20'0" or as otherwise requested or noted.
5. Easements (permanent or temporary access, emergency, etc.)
6. Drainage pipes, drains, invert elevations, manhole.
7. All buildings and structures with identification of materials used, number of stories and finished floor elevations.
8. Permanent Bench Mark in field
9. Spot elevations at:
 - a. Corners and entrances to buildings
 - b. All site features
 - c. Top and bottom of walls and steps
 - d. Top and bottom of curb (ever 25')
 - e. Street center line and edge (with station points every 50 ft.)
 - f. Trees over 24" in caliper
 - g. Pedestrian/vehicular drop curbs
- 10.. Utilities (i.e. gas, water, sewer) including all pipe sizes, material, inverts, rim elevations and valve boxes. Surveyor shall also call Code 753 (1-800-962-7962).
11. Rock outcrops or rip-rap along shoreline.
12. Trees over 8" in caliper (indicated type and caliper)
13. Wooded areas.
14. **Maps to be done in digital form (AutoCAD2000 or 2004 versions)**
15. Deliverables:
 - a. Map showing metes and bounds, structures, topographic data, and all the above as well.
 - b. CD format.
 - c. Typed description of layer format (i.e. Existing curb = EC101)

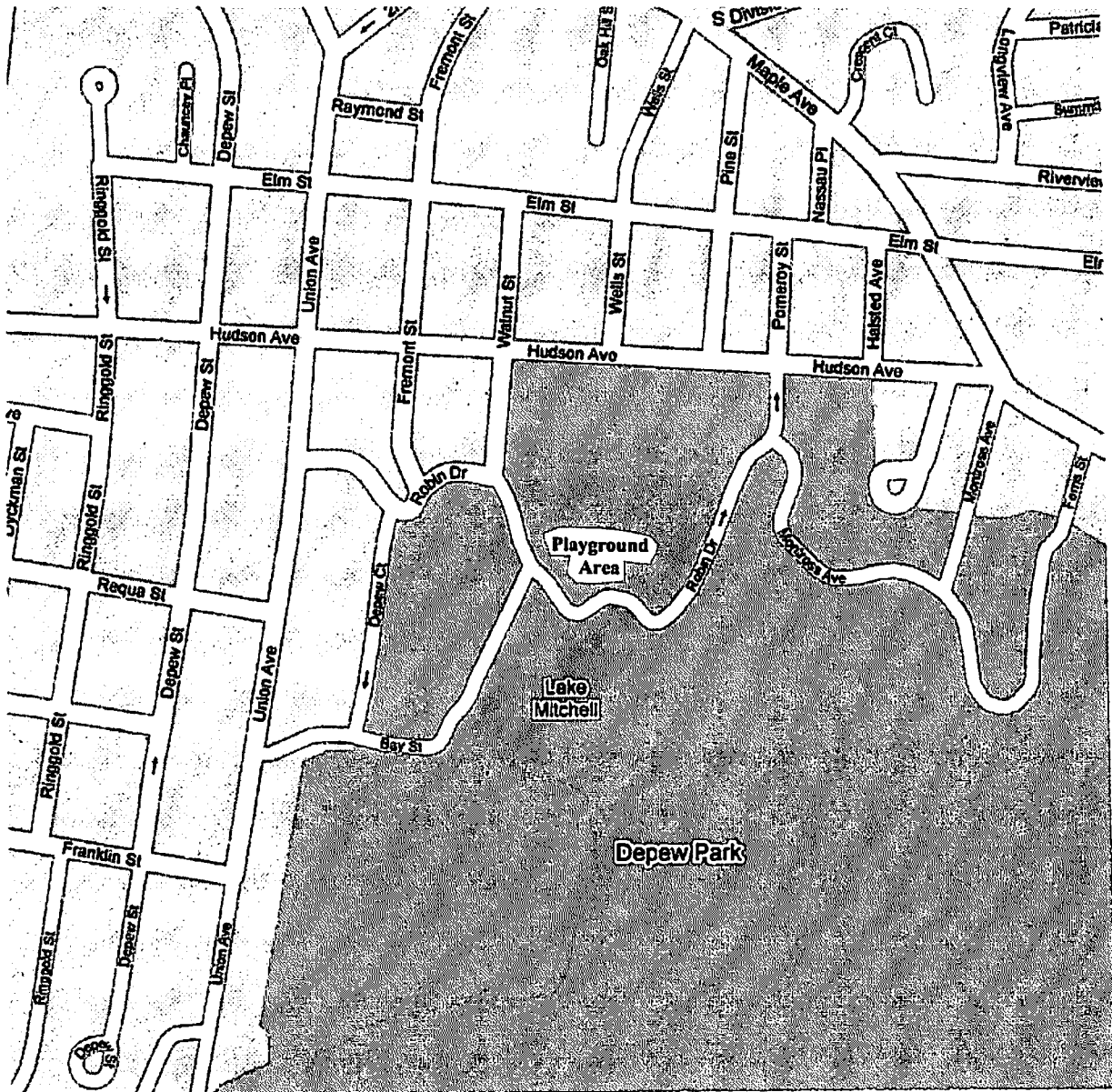
Surveyor will be required to submit a draft survey for review and shall be responsible to make any revisions or additions as required.

NOTE: All cost proposals shall be accompanied by the detailed methodology used in defining layers formatted for AutoCAD use.

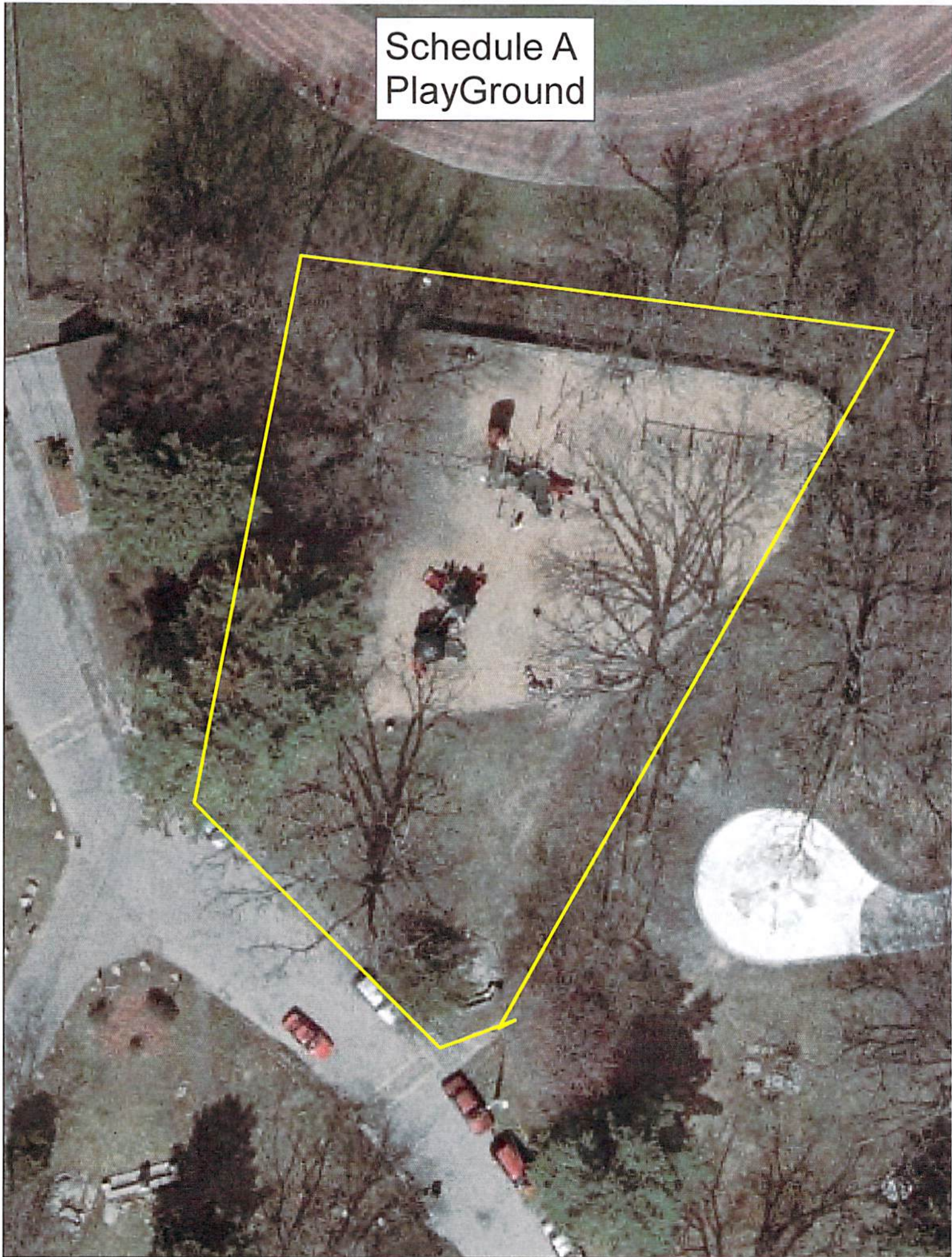
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12/05

DEPEW PARK CITY OF PEEKSKILL

LOCATION MAP



Schedule A
PlayGround



Schedule B
PlayGround and Pool Area

