

Request for Quote

Topographic Survey

Project Address: 2829 Minerva Lake Road
Village of Minerva Park
Columbus, Ohio 43231

Issue Date: September 17th
2018

Issued By: Facilities Sub-Committee
Attn: Finance Committee
2829 Minerva Lake Road
Columbus, Ohio 43231

**Quote Due Date: Monday September
24, 2018**

A. Introduction

The Facilities Sub-Committee of the Village of Minerva Park Finance Committee seeks to contract for architectural services to perform a ground run topographical survey of an approximately one (1.0) acre site on the Village owned property at 2829 Minerva Lake Road and as shown on exhibit A and B – Survey Area. Note area includes only lake shore adjacent to the community building.

B. Scope of Services

Complete a Topographic Survey to include the following services:

- Grade elevations shall be obtained on an interval to properly develop 1' contours, at breaks in elevation (points defining a linear relationship, such as a ridge, ditch, road crown, and curb line), or closer in areas with special conditions, including up to 10' outside of the property boundary, where accessible.
- Elevations shall be obtained to the nearest 0.01' on pavement or other hard surfaces and to the nearest 0.1' on all other surfaces.
- Location of vehicle curb cuts, and drive approaches.
- Location of existing buildings, sheds, fences, barriers, signs, paved areas, and tree lines, within a 10' overlap onto adjacent property, where accessible.
- Building locations shall include exterior corners, but not interior column or building lines.
- Finished first floor elevations of all buildings within survey limits.
- Location and water elevation of ponds, lakes, and streams within subject property.
- Delineation of landscape outlines, bushes or vegetation 3' or higher above the ground level.
- The survey shall locate trees having a 12" or greater caliper size, except that densely wooded areas or tree lines, if any, may be identified by the outline of the wooded area.
- The exterior boundary lines shall be depicted on the survey plan from the existing property deed and legal description, if adequately described, and any property corners found during the survey, or GIS parcel information.
- Review up to five (5) easements, and graphically depict the easements on the survey plan to the extent that the easement is adequately described and can be depicted.

Utility Information

- The survey shall include the location of sanitary manholes, cleanouts, storm sewer manholes, catch basins and drainage culverts within the project survey limits. The following information will be included for the sewer system.
 - Elevation of observable sewer manhole and drain inlet rims.

Elevation of sewer inverts at manholes and drain inlets (if accessible). No entry will be made into manhole confined spaces.

- Top of headwall and invert elevations of culverts

Existing utility lines located within the contiguous public streets.

- Designate and mark the existing underground utilities, location, size and depth as provided by a utility One-Call request.
- Location of and characteristics of power, cable television, technology lines, street lighting, traffic control and communication systems above and below grade as provided by a utility One-Call request.

For the underground utility system, the location of observable surface features for water, gas, fire lines, hydrants, and post indicator valves within survey limits.

- Location of electric manholes, vaults, light poles, telephone manholes, electric poles, and telephone poles.
- Other underground non-metallic lines may be shown from plan records, if available from the client or one-call services.

Deliverables:

- Written report inclusive of the requested scope of work as described above.
- Topographic 3D Drawings produced will be compatible with Autocad R14.
- Two (2) printed sets of final drawings on bond paper, sheet size no larger than 24x36.
- CD or Flash Drive containing electronic CAD file and PDF as-built documents.
- Release of document copyright and waiver of release and usage fees.

D. Anticipated Schedule

Proposal due by: September 24, 2018

Deliverables due by: Please provide estimated date

E. Submission of Bid

- Bid to be submitted electronically to: dschrimpf@minervapark.org

Facilities Sub-Committee of the Finance Committee
Attn: Diane Schrimpf
Village of Minerva Park
2829 Minerva Lake Road
Columbus, Ohio 43231

H. Inquires

- Respondents may submit questions and /or request clarifications in writing to Diane Schrimpf dschrimpf@minervapark.org

Minerva Park – Topographical Survey

Project Location: **Minerva Park Community Center**

Project Address: 2829 Minerva Lake Road

Response Deadline: September 24th, 2018

City / County: Minerva Park, Ohio 43231

LUMP SUM FEE:

_____ Dollars
(Bidder: type or clearly print total proposal in words)

(\$_____)

BIDDER:

COMPANY NAME _____

ADDRESS _____

TELEPHONE NUMBER WITH AREA CODE _____

FEDERAL TAX ID NUMBER _____

EMAIL ADDRESS _____

NAME OF OFFICER or OWNER _____

(Type or Print)

SIGNATURE _____

TITLE _____

DATE _____